



****PUBLIC COPY****

Business Papers 2022

MID-WESTERN REGIONAL COUNCIL

ORDINARY MEETING
WEDNESDAY 18 MAY 2022

*A prosperous and progressive
community we proudly call home*





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11 May 2022

Dear Councillor,

MEETING NOTICE
Ordinary Meeting
18 MAY 2022
Public Forum at 5.30pm
Council Meeting commencing at conclusion of Public Forum

Notice is hereby given that the above meeting of Mid-Western Regional Council will be held in the Council Chambers, 86 Market Street, Mudgee at the time and date indicated above to deal with the business as listed on the Meeting Agenda.

The meeting will be live streamed on Council's website.

Members of the public may address Council at the Public forum, which is held at 5.30pm immediately preceding the Council meeting. Speakers who wish to address Council are invited to register by 4.00pm on the day prior to the Council Meeting by contacting the Executive Assistant to the Mayor and General Manager.

Yours faithfully

A handwritten signature in black ink, consisting of a stylized 'B' followed by a horizontal line.

BRAD CAM
GENERAL MANAGER

AGENDA

| | |
|--|----|
| Acknowledgement of Country | 7 |
| Item 1: Apologies..... | 7 |
| Item 2: Disclosure of Interest..... | 7 |
| Item 3: Confirmation of Minutes..... | 7 |
| 3.1 Minutes of Ordinary Meeting held on 20 April 2022 | 7 |
| Item 4: Matters in Progress | 8 |
| Item 5: Mayoral Minute | 9 |
| Nil | |
| Item 6: Notices of Motion or Rescission..... | 10 |
| Nil | |
| Item 7: Office of the General Manager | 11 |
| 7.1 Review of the Code of Conduct and the Procedures for the Administration of the Code | 11 |
| 7.2 Review of Human Resources Policies..... | 13 |
| 7.3 Workforce Strategy 2022-2026..... | 42 |
| 7.4 MRT Quarterly Report: October to December 2021 | 44 |
| Item 8: Development | 57 |
| 8.1 Planning Proposal Lot 1 DP130555, Lots 93, 94, 97 and 98 DP755426 and Lot 1 DP712926, 37, 39, 139 and 141 Calderwood Road, Rylstone | 57 |
| 8.2 Events Assistance Period 1 - 2022/23..... | 63 |
| 8.3 Events Assistance Period 2 - 2021/22..... | 68 |
| 8.4 Monthly Development Applications Processing and Determined | 76 |
| Item 9: Finance | 87 |
| 9.1 Community Grants Program - May 2022 | 87 |
| 9.2 Quarterly Budget Review - March 2022..... | 93 |

| | | |
|-----------------|--|------------|
| 9.3 | Monthly Budget Review - April 2022..... | 95 |
| 9.4 | Monthly Statement of Investments as at 30 April 2022 | 110 |
| 9.5 | Mudgee Aero Club Lease Proposal..... | 116 |
| Item 10: | Operations..... | 124 |
| 10.1 | Cox Street Rail Crossing..... | 124 |
| 10.2 | Sealing Grimshaw Lane | 127 |
| 10.3 | Local Government Recovery Grants | 131 |
| Item 11: | Community | 134 |
| 11.1 | Pump Track..... | 134 |
| 11.2 | Community and Cultural Services - January to March 2022 Quarterly Report..... | 140 |
| Item 12: | Reports from Committees..... | 150 |
| 12.1 | Local Traffic Committee Meeting Minutes - April 2022 | 150 |
| Item 13: | Urgent Business Without Notice | 156 |
| Item 14: | Confidential Session..... | 157 |
| | Nil | |
| Item 15: | Urgent Confidential Business Without Notice | 159 |
| Item 16: | Open Council..... | 159 |
| Item 17: | Closure..... | 159 |

Acknowledgement of Country

I would like to acknowledge the traditional owners of the lands on which we meet, the Wiradjuri people and pay our respects to elders past, present and emerging.

Item 1: Apologies

Item 2: Disclosure of Interest

In accordance with Section 451 of the Local Government Act 1993, Councillors should declare an interest in any item on this Agenda. If an interest is declared, Councillors should leave the Chambers prior to the commencement of discussion of the item.

Item 3: Confirmation of Minutes

3.1 Minutes of Ordinary Meeting held on 20 April 2022

Council Decision:

That the Minutes of the Ordinary Meeting held on 20 April 2022 be taken as read and confirmed.

The Minutes of the Ordinary Meeting are separately attached.

Item 4: Matters in Progress

| SUBJECT | RESOLUTION NO. & DATE | RESOLUTION | ACTION |
|---|--|---|---|
| Indoor Pool Feasibility Study | Res 325/19 Ordinary Meeting 16/10/2019 | That Council request that a further report be brought back to Council with an option to develop an indoor swimming facility at a new location in Mudgee. | Report has gone to Council and currently awaiting Feasibility Study. |
| Banner Poles Gulgong | Res 308/19 Ordinary Meeting 16/10/2019 | That Council modify the banner poles on the outskirts of Gulgong so that the banners are more stable and less likely to tear. | To be reported to Council at a future meeting. |
| Cox Street Rail crossing | Res 64/20 Ordinary Meeting 18/03/2020 | Council investigate the re-opening of the crossing over the rail line on Cox Street. | To be reported to Council at a future meeting. |
| Investigation of Garbage collection service at Queen's Pinch Waste Transfer Station | Res. 66/20 Ordinary Meeting 18/03/2020 | Staff investigate the feasibility of replacing the Waste Transfer Station on Queen's Pinch Rd with a garbage collection service. | To be reported to Council at a future meeting. |
| Section of Mebul Road to be Cleaned Up | 347/20 Ordinary Meeting 18/11/2020 | That a report be brought back to Council on the provision of additional maintenance to the area of road and roadside along the section of Mebul Road along the Cudgegong river at the old crusher site. | To be reported to Council at a future meeting. |
| Water Sharing Plan | Res 171/21 Ordinary Meeting 21/06/2021 | That Council write to Water NSW (formerly State Water) and formally request that negotiations for a renewed Water Sharing Plan commence immediately. | To be reported to Council at a future meeting. |
| BMX Pump Track Investigation | 14/22 Extraordinary Meeting 2/02/2022 | That Council provides in principle support for the construction of a BMX Pump Track in the Mid-Western Region and investigates potential sites and costs for the construction of a BMX Pump Track across the entire region. | To be reported to Council at a future meeting. |

Item 5: Mayoral Minute

Nil

Item 6: Notices of Motion or Rescission

Nil

Item 7: Office of the General Manager

7.1 Review of the Code of Conduct and the Procedures for the Administration of the Code

REPORT BY THE GOVERNANCE COORDINATOR
TO 18 MAY 2022 ORDINARY MEETING
GOV400098, GOV400008

RECOMMENDATION

That Council:

1. **receive the report by the Governance Coordinator on the Review of the Code of Conduct and the Procedures for the Administration of the Code;**
2. **adopt the revised Code of Conduct & the Procedures for the Administration of the Code.**

Executive summary

Councils must within 12 months after an ordinary election review its adopted Code of Conduct in accordance with section 440 (7) Local Government Act 1993.

Disclosure of Interest

Nil

Detailed report

Council has reviewed its Code of Conduct during the Councillor Induction Program following the December 2021 election. The review and this report ensures Council's compliance with section 440 of the Local Government Act.

The Office of Local Government has released a Model Social Media Policy, circular 22–08 7th April 2022. The supplementary social media clause that was available to councils when the 2018 Model Code of Conduct was prescribed can now be removed from Council's Code of Conduct and appropriately addressed in a Policy.

Community Plan implications

| Theme | Good Governance |
|----------|---|
| Goal | Strong civic leadership |
| Strategy | Provide accountable and transparent decision making for the community |

Strategic implications

Council Strategies

Not applicable

Council Policies

Social Media Policy

Legislation

Local Government Act 1993

Local Government (General) Regulation 2001

Financial implications

Not applicable

Associated Risks

Legislative Compliance is identified by Councils Audit Risk & Improvement Committee as an activity in their work program.

TIM JOHNSTON
GOVERNANCE COORDINATOR

SIMON JONES
DIRECTOR COMMUNITY

11 April 2022

Attachments: 1. Procedures for the Administration of the Code of Conduct. (separately attached)
2. Model Code of Conduct 2020. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

7.2 Review of Human Resources Policies

REPORT BY THE EXECUTIVE MANAGER, PEOPLE AND PERFORMANCE
TO 18 MAY 2022 ORDINARY MEETING
GOV400067, GOV400054, A0100021, GOV400098

RECOMMENDATION

That Council:

1. **receive the report by the Executive Manager, People and Performance on the Review of Human Resources Policies; and**
2. **endorse the revised Anti-Discrimination and Equal Employment Opportunity Policy and the Workplace Bullying Policy.**

Executive summary

The Anti-Discrimination and Equal Employment Opportunity Policy and the Workplace Bullying Policy have been reviewed to ensure compliance with relevant legislation and to ensure they are relevant for Council's requirements.

Disclosure of Interest

Nil

Detailed report

The Workplace Bullying Policy defines workplace bullying and legal responsibilities and establishes an informal and formal complaints procedure to ensure complaints are dealt with appropriately.

The Anti-Discrimination and Equal Employment Opportunity Policy aims to provide an environment where employees and others in the workplace are treated fairly and with respect and are free from unlawful discrimination, harassment, vilification and bullying.

Community Plan implications

| Theme | Good Governance |
|----------|---|
| Goal | An effective and efficient organisation |
| Strategy | Provide a positive and supportive working environment for employees |

Strategic implications

Council Strategies

Workforce Strategy

EEO Management Plan

Council Policies

Anti-Discrimination and Equal Employment Opportunity Policy

Workplace Bullying Policy

Legislation

Local Government Act
Anti-Discrimination Legislation
Work Health and Safety Act

Financial implications

Not applicable

Associated Risks

Council is obligated to have these policies in place and to review them. Furthermore, if Council does not have these policies in place then there is an increased risk that Council employees are unaware of their legal responsibilities with respect to these issues and this may result in inappropriate and illegal behaviour.

MICHELE GEORGE
EXECUTIVE MANAGER, PEOPLE AND
PERFORMANCE

28 April 2022

Attachments:

1. Anti-Discrimination-and-Equal-Employment-Opportunity-Policy 2022 (with changes).
2. Anti-Discrimination and Equal Employment Opportunity Policy May 2022.
3. Workplace Bullying Policy May 2022 (with changes).
4. Workplace-Bullying-Policy-May 2022.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



ANTI-DISCRIMINATION AND EEO POLICY

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| | | |
|--|-------------|-----------------------|
| ADOPTED | VERSION NO | 6 |
| COUNCIL MEETING MIN NO 116-19 | REVIEW DATE | 05/2022 52 |
| DATE: 15/05/20 22 19 | FILE NUMBER | A0100021 |

1. Purpose

Mid-Western Regional Council ('the Council') aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, vilification, victimisation and bullying.

The Council aims to ensure that when employment decisions are made, they are based on merit, not on irrelevant attributes or characteristics that an individual may possess. The Council also aims to create a work environment which promotes good working relationships.

2. Commencement of Policy

This policy will commence from 15 May 20~~22~~19. It replaces all other Anti-Discrimination & Equal Employment Opportunity Policies (whether written or not).

3. Application of Policy

This Policy covers all employees of the Council (whether full time, part time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Council (for example contractors, subcontractors, volunteers, agents, consultants, and temporary staff) (collectively "workers").

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions. This policy applies to verbal and written commentaries, including commentary made through social media. Equal Employment Opportunity (EEO) laws apply to all areas of employment, as well as the provision of goods and services.

This Policy does not form part of any Council employees contract of employment. Nor does it form part of any other Council employees contract for service.

4. EEO laws

Under EEO laws, discrimination, vilification, harassment, including sexual harassment, bullying and victimisation are unlawful and strictly prohibited.

5. Discrimination

5.1 Direct discrimination

Direct discrimination in employment occurs when a person is treated less favourably than another in their employment because of a reason or ground which is prohibited by law. The prohibited grounds of discrimination are set out in the Federal, State and Territory laws and include sex, race, age etc. A full list of the grounds of discrimination which operate federally and in NSW ~~will that are be~~ relevant, ~~and~~ are listed out below.

- Race (including colour, nationality, descent, ethnic, ethno-religious or national origin, immigrant status)
- Religious belief or activity
- Sex
- Marital status, relationship status
- Pregnancy (including potential pregnancy)
- Homosexuality, ~~transexuality~~, sexuality, sexual preference, lawful sexual activity, gender identity, asexuality, intersex, sexual orientation

ANTI-DISCRIMINATION AND EEO POLICY: [ANTI-DISCRIMINATION AND EEO POLICY](#) | [MAY-MAY-2022-19](#)

- Carers' responsibilities, family responsibilities, carer or parental status, being childless
- Disability, including physical, mental and intellectual disability
- Breastfeeding
- Age (including compulsory retirement)
- Industrial/trade union membership, non-membership or activity
- Political belief or activity
- Employer association membership, non-membership or activity
- Criminal record
- Temporary absence from work because of illness or injury
- Medical record
- HIV/AIDS
- Defence service
- Spent convictions
- Association (i.e. association with a person who has one or more of the attributes for which discrimination is prohibited)

5.2 Indirect discrimination

Indirect discrimination may occur when an employer imposes a policy, requirement or ~~condition~~ condition which applies to everyone equally but it in fact operates to disadvantage a particular group because of a characteristic of that group, such as their sex, age, race (~~ie i.e.~~ - a prohibited ground of discrimination).

Example: The Council imposes a height restriction on all applicants for the position of 'Parking Officer', that is, an applicant must be over 185cm (6 feet) tall in order to be successfully considered for the position. This requirement at first glance appears fair because it applies to all applicants irrespective of gender. However, in practice this requirement will disadvantage women as a group because statistically, women are naturally shorter than men. So the effect is to disadvantage women because of their sex.

Discrimination also includes the situation where a worker harasses another person based on a ground of discrimination. Harassment is unwelcome conduct that a reasonable person would expect to offend, humiliate or intimidate.

6. Vilification

Vilification is a public ~~act which~~ act that incites hatred, severe contempt or severe ridicule of a person or group, because of race, homosexuality, being transgender, ~~transexuality or~~ having HIV/AIDS. ~~Vilification is a particularly serious breach of EEO laws and will be dealt with accordingly.~~

7. Harassment

Harassment is any form of behaviour towards a person that:

- Is not wanted by the person;
- Offends, humiliates or intimidates the person; and
- Creates a hostile environment.

Harassment can occur on the same grounds as unlawful discrimination.

Harassment can be carried out in a variety of different ways, including through email or text messaging, internet chat rooms, instant messaging or other social media channels.

Harassment can often be the result of behaviour that is unintentional. However, harassment can be unlawful regardless of whether the behaviour was intentional or unintentional. In addition, harassment (including bullying) that makes the workplace unsafe contravenes work health and safety laws.

Examples of harassment include, but are not limited to:

- Telling insulting jokes about particular racial groups.
- Making derogatory comments or taunts about someone's race or religion.
- Spreading rumours based on someone's sexual preferences / pregnancy or potential pregnancy.
- Derogatory comments or jokes about a person's disability, pregnancy, sexuality, age, religion.

Examples of behaviour that is not harassment can include:

- Reasonable management action taken in a reasonable manner by council to transfer, demote, discipline, counsel, retrench or dismiss a worker.
- A decision by council, based on reasonable grounds, not to award or provide a promotion, transfer, or benefit in connection with a worker's employment.
- Reasonable administrative action taken in a reasonable manner by council in connection with a worker's employment.
- Reasonable action taken in a reasonable manner under legislation affecting a worker.
- Reasonable comment, advice and feedback (including negative comment or feedback) from a worker's manager or supervisor in connection with a worker's work performance or work-related conduct.
- Feedback on a worker's work performance or work-related conduct that is intended to assist the worker to improve their work performance and/or the standard of their conduct.

7.8. Sexual harassment

Sexual harassment is any unwanted, unwelcome or uninvited conduct of a sexual nature, which makes a person feel offended, humiliated or intimidated. Conduct can amount to sexual harassment even if the person did not intend to offend, humiliate or intimidate the other person. However, conduct will not be sexual harassment if a reasonable person, having regard to all the circumstances, would not have anticipated that the conduct would offend, humiliate or intimidate the other person. Sexual harassment does not have to be directed at a particular individual to be unlawful. Behaviour which creates a hostile working environment for other workers can also be unlawful.

Examples of sexual harassment include, but are not limited to:

7.18.1 physical contact such as pinching, touching, grabbing, kissing or hugging

7.28.2 staring or leering at a person or at parts of their body

7.38.3 sexual jokes or comments

7.48.4 requests for sexual favours

7.58.5 persistent requests to go out, where they are refused

7.68.6 sexually explicit conversations

7.78.7 displays of offensive material such as posters, screen savers, Internet material etc

7.88.8 accessing or downloading sexually explicit material from the Internet

7.98.9 suggestive comments about a person's body or appearance

7.108.10 sending rude or offensive emails, attachments or text messages.

8. Bullying

~~Bullying is repeated, unreasonable behaviour directed towards an individual or group that creates a risk to health and safety. Unreasonable behaviour means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten. Single incidents of~~

ANTI-DISCRIMINATION AND EEO POLICY: [ANTI-DISCRIMINATION AND EEO POLICY](#) | [MAY-MAY-2022-19](#)

~~unreasonable behaviour can also create a risk to health and safety and may escalate into bullying. There is no requirement that bullying be intentional.~~

~~It is not bullying for a manager or supervisor to counsel a worker about their performance. Performance counselling is a necessary part of ensuring that workers meet the Council's standards of work and behaviour. Also, other reasonable managerial actions such as disciplinary action, work directions and orders, and allocation of work in compliance with business needs and systems do not constitute bullying.~~

9. Victimisation

Victimisation is where a person is retaliated against or subjected to a detriment because they have lodged a complaint, they intend to lodge a complaint or they are involved in a complaint of unlawful conduct. Workers must not retaliate against a person who raises a complaint or subject them to any detriment.

10. When does EEO apply?

EEO applies to all aspects of the employment relationship. The policy seeks to establish an equitable working environment where equal employment opportunities based on merit are provided in relation to:

- access to services and information;
- transparent decision making;
- recruitment and selection;
- learning and development;
- career advancement and developmental opportunities; and
- conditions of employment.

10.11. Rights and responsibilities

All workers must:

- 10.111.1 understand and comply with this Policy;
- 10.211.2 comply with the Council's Code of Conduct;
- 10.311.3 ensure they do not engage in any unlawful conduct towards other workers, customers/clients or others with whom they come into contact through work;
- 10.411.4 ensure they do not aid, abet or encourage other persons to engage in unlawful conduct;
- 10.511.5 follow the complaint procedure in this Policy if they experience any unlawful conduct;
- 10.611.6 report any unlawful conduct they see occurring to others in the workplace in accordance with the complaint procedure in this Policy; and
- 10.711.7 maintain confidentiality if they are involved in the complaint procedure.

Workers should be aware that they can be held legally responsible for their unlawful conduct.

Workers, who aid, abet or encourage other persons to engage in unlawful conduct, can also be legally liable.

11.12. Breach of this Policy

All workers are required to comply with this Policy at all times. If an employee breaches this Policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Council terminated or not renewed. For other workers a breach of this Policy could result in you losing your position.

If a person makes an unfounded complaint or a false complaint in bad faith (e.g. - making up a complaint to get someone else in trouble or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

12.13. Complaint handling procedure

~~If a worker feels that they have been subjected to any form of unlawful conduct contrary to EEO laws this Policy or the Council's Code of Conduct, they should not ignore it. The Council has a complaint procedure for dealing with these issues. The complaint procedure has numerous options available to suit the particular circumstances of each individual situation. The manner in which a complaint will be handled is solely at the discretion of the Council's Complaint Officer.~~

If a worker feels that they have been subjected to any form of unlawful conduct contrary to EEO laws, this Policy or the Council's Code of Conduct, they should not ignore it.

They should, as appropriate, follow one of the steps set out below.

13.14. Examples of the ways in which a complaint can be dealt with

13.14.1 Confront the Issue

If a worker feels comfortable doing so, they should address the issue with the person concerned. A worker should identify the offensive behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stop. It may be that the person was not aware that their behaviour was unwelcome or caused offence.

This is not a compulsory step. If a worker does not feel comfortable confronting the person, or the worker confronts the person and the behaviour continues the worker should report the issue to their manager. If the manager is the alleged perpetrator, then the matter should be reported to a senior manager, to the Executive Manager People & Performance or a representative of the Human Resources team.

~~, the worker should report the issue to the Council's Complaints Officer.~~

If a worker is unsure about how to handle a situation and is also unsure if they want to make a complaint they should contact ~~an EEO Contact Officer~~ the Executive Manager, People & Performance or a representative of the Human Resources team for support and guidance. ~~The EEO Contact Officers aim to assist people uncertain about their rights. EEO Contact Officers are the Human Resources Officers and the WHS Coordinator.~~

13.14.2 Report the Issue

A worker should report the issue to ~~a Council Complaints Officer~~ the Executive Manager, People & Performance or a representative of the Human Resources team. ~~The Complaints Officers in the Council's workplace are the Executive Manager Human Resources and the Human Resources Officers.~~

The Executive Manager, People & Performance or a representative of the Human Resources team Complaints Officer will aim to deal with the workers complaint in accordance with this Policy. There are two complaint procedures that can be used: informal and formal (detailed further below). The type of complaint procedure used will be determined by the nature of the complaint that is made.

13.14.3 Informal Complaint Procedure

~~Under the informal complaint procedure there is a broad range of options for addressing the complaint.~~ There is a broad range of options for addressing the complaint. The procedure used to address the issue will depend on the individual circumstances of the case. Possible options include, but are not limited to:

ANTI-DISCRIMINATION AND EEO POLICY: [ANTI-DISCRIMINATION AND EEO POLICY](#) | [MAY-MAY-2022-19](#)

- a) the [manager, Executive Manager, People & Performance or a representative of the Human Resources team Complaints Officer](#) discussing the issue with the person against whom the complaint is made; and/or
- b) the [manager, Executive Manager, People & Performance or a representative of the Human Resources team Complaints Officer](#) facilitating a meeting between the parties in an attempt to resolve the issue and move forward.

~~The An~~ informal complaint ~~procedure~~ is more suited to less serious allegations that if founded, would not warrant disciplinary action being taken.

[13.414.4](#) Formal Complaint ~~Procedure~~

~~The A~~ formal complaint ~~procedure~~ involves a formal investigation of the complaint. Formal investigations may be conducted by the [Executive Manager, People & Performance or a representative of the Human Resources team Complaints Officer](#) or a person from outside the Council, appointed by the Council.

An investigation generally involves, collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the [Executive Manager, People & Performance, a representative of the Human Resources team Complaints Officer](#) or the external investigator will make recommendations about resolving the complaint.

If the Council considers it appropriate for the safe and efficient conduct of an investigation, workers may be required not to report for work during the period of an investigation. The Council may also provide alternative duties or work during the investigation period. Generally, workers will be paid their normal pay during any such period. [Refer to clause 37, Disciplinary Procedures, of the Local Government \(State\) Award 2020.](#)

[14.15.](#) Confidentiality

The [Executive Manager, People & Performance or a representative of the Human Resources team Complaints Officer](#) will endeavour to maintain confidentiality as far as ~~possible~~[reasonably practicable](#).

However, it may be necessary to speak with other workers in order to determine what happened, to afford fairness to those against whom the complaint has been made and to resolve the complaint. If a complaint is raised and it appears that unlawful conduct has potentially occurred, the Council will endeavour to take appropriate action in relation to the complaint.

All workers involved in the complaint must also maintain confidentiality, including the worker who lodges the complaint. Spreading rumours or gossip may expose workers to a defamation claim. Workers may discuss the complaint with a designated support person or representative (who is not a worker employed or engaged by the Council). However, the support person or representative must also maintain confidentiality.

[15.16.](#) Possible outcomes

The possible outcomes will depend on the nature of the complaint and the procedure followed to address the complaint. Where an investigation results in a finding that a person has engaged in unlawful conduct, breach of this Policy or breach of the Code of Conduct that person may be disciplined. The type and severity of disciplinary action will depend on the nature of the complaint and other relevant factors. Where the investigation results in a finding that the person complained against has engaged in serious misconduct, this may result in instant dismissal. Any disciplinary action is a confidential matter between the affected worker and the Council.

Agents and contractors (including temporary contractors) who are found to have engaged in unlawful conduct and/or breached this Policy or the Council's Code of Conduct, may have their contracts with the Council terminated or not renewed. For other workers, a breach of this Policy or the Council's Code of Conduct could result in the loss of their position.

The Council may take a range of other non-disciplinary outcomes to resolve a complaint, depending on the particular circumstances. Examples include, but are not limited to:

~~15.1~~16.1 training to assist in addressing the problems underpinning the complaint;

~~15.2~~16.2 monitoring to ensure that there are no further problems;

~~15.3~~16.3 implementing a new policy;

~~15.4~~16.4 requiring an apology or an undertaking that certain behaviour stop; and/or

~~15.5~~16.5 changing work arrangements.

16. Questions

If a worker is unsure about any matter covered by this Policy, they should seek the assistance of the ~~Executive Manager, People & Performance or a representative of the Human Resources team~~
~~Executive Manager Human Resources or a Human Resources Officer~~. Assistance can also be sought from an external agency such as the Australian Human Rights Commission and the Anti-Discrimination Board NSW.

Variations

The Council reserves the right to vary, replace or terminate this policy from time to time.

ANTI-DISCRIMINATION AND EEO POLICY: [ANTI-DISCRIMINATION AND EEO POLICY](#) | ~~MAY-MAY-20~~2219

References & Legislation

- [Anti-Discrimination Act 1977 \(NSW\)](#)
- [Racial Discrimination Act 1975](#)
- [Sex Discrimination Act 1984](#)
- [Disability Discrimination Act 1992](#)
- [Australian Human Rights Commission Act 1986](#)
- [Work Health & Safety Act 2011 \(NSW\)](#)
- [Local Government \(State\) Award](#)
- [Local Government Act 1993](#)

Relevant Council documents

- [Workplace Bullying Policy](#)
- [Code of Conduct](#)
- [Workplace Environment Statement](#)
- [Social Media Acceptable Use Procedure](#)

Associated documents

- ~~[Workplace Bullying Policy](#)~~
- ~~[Code of Conduct](#)~~
- ~~[Workplace Environment Statement](#)~~
- ~~[Social Media Acceptable Use Procedure](#)~~



ANTI-DISCRIMINATION AND EEO POLICY

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community*

ADOPTED

COUNCIL MEETING MIN NO

DATE: 15/05/2022

VERSION NO

6

REVIEW DATE

05/2025

FILE NUMBER

A0100021

1. Purpose

Mid-Western Regional Council ('the Council') aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, vilification, victimisation and bullying.

The Council aims to ensure that when employment decisions are made, they are based on merit, not on irrelevant attributes or characteristics that an individual may possess. The Council also aims to create a work environment which promotes good working relationships.

2. Commencement of Policy

This policy will commence from 15 May 2022. It replaces all other Anti-Discrimination & Equal Employment Opportunity Policies (whether written or not).

3. Application of Policy

This Policy covers all employees of the Council (whether full time, part time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Council (for example contractors, subcontractors, volunteers, agents, consultants, and temporary staff) (collectively "workers").

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This Policy does not form part of any Council employees contract of employment. Nor does it form part of any other Council employees contract for service.

4. EEO laws

Under EEO laws, discrimination, vilification, harassment, including sexual harassment, bullying and victimisation are unlawful and strictly prohibited.

5. Discrimination

5.1 Direct discrimination

Direct discrimination in employment occurs when a person is treated less favourably than another in their employment because of a reason or ground which is prohibited by law. The prohibited grounds of discrimination are set out in the Federal, State and Territory laws and include sex, race, age etc. A full list of the grounds of discrimination which operate federally and in NSW that are relevant, are listed out below.

- Race (including colour, nationality, descent, ethnic, ethno-religious or national origin, immigrant status)
- Religious belief or activity
- Sex
- Marital status, relationship status
- Pregnancy (including potential pregnancy)
- Homosexuality, sexuality, sexual preference, lawful sexual activity, gender identity, asexuality, intersex, sexual orientation

ANTI-DISCRIMINATION AND EEO POLICY: | MAY2022

- | | |
|--|---|
| • Carers' responsibilities, family responsibilities, carer or parental status, being childless | • Disability, including physical, mental and intellectual disability |
| • Breastfeeding | • Age (including compulsory retirement) |
| • Industrial/trade union membership, non-membership or activity | • Political belief or activity |
| • Employer association membership, non-membership or activity | • Criminal record |
| • Temporary absence from work because of illness or injury | • Medical record |
| • HIV/AIDS | • Defence service |
| • Spent convictions | • Association (i.e. association with a person who has one or more of the attributes for which discrimination is prohibited) |

5.2 Indirect discrimination

Indirect discrimination may occur when an employer imposes a policy, requirement or condition which applies to everyone equally but it in fact operates to disadvantage a particular group because of a characteristic of that group, such as their sex, age, race (i.e. - a prohibited ground of discrimination).

Example: The Council imposes a height restriction on all applicants for the position of 'Parking Officer', that is, an applicant must be over 185cm (6 feet) tall in order to be successfully considered for the position. This requirement at first glance appears fair because it applies to all applicants irrespective of gender. However, in practice this requirement will disadvantage women as a group because statistically, women are naturally shorter than men. So the effect is to disadvantage women because of their sex.

Discrimination also includes the situation where a worker harasses another person based on a ground of discrimination. Harassment is unwelcome conduct that a reasonable person would expect to offend, humiliate or intimidate.

6. Vilification

Vilification is a public act that incites hatred, severe contempt or severe ridicule of a person or group, because of race, homosexuality, being transgender, or having HIV/AIDS.

7. Harassment

Harassment is any form of behaviour towards a person that:

- Is not wanted by the person;
- Offends, humiliates or intimidates the person; and
- Creates a hostile environment.

Harassment can occur on the same grounds as unlawful discrimination.

Harassment can be carried out in a variety of different ways, including through email or text messaging, internet chat rooms, instant messaging or other social media channels.

Harassment can often be the result of behaviour that is unintentional. However, harassment can be unlawful regardless of whether the behaviour was intentional or unintentional. In addition, harassment (including bullying) that makes the workplace unsafe contravenes work health and safety laws.

Examples of harassment include, but are not limited to:

- Telling insulting jokes about particular racial groups.
- Making derogatory comments or taunts about someone's race or religion.
- Spreading rumours based on someone's sexual preferences / pregnancy or potential pregnancy.
- Derogatory comments or jokes about a person's disability, pregnancy, sexuality, age, religion.

Examples of behaviour that is not harassment can include:

- Reasonable management action taken in a reasonable manner by council to transfer, demote, discipline, counsel, retrench or dismiss a worker.
- A decision by council, based on reasonable grounds, not to award or provide a promotion, transfer, or benefit in connection with a worker's employment.
- Reasonable administrative action taken in a reasonable manner by council in connection with a worker's employment.
- Reasonable action taken in a reasonable manner under legislation affecting a worker.
- Reasonable comment, advice and feedback (including negative comment or feedback) from a worker's manager or supervisor in connection with a worker's work performance or work-related conduct.
- Feedback on a worker's work performance or work-related conduct that is intended to assist the worker to improve their work performance and/or the standard of their conduct.

8. Sexual harassment

Sexual harassment is any unwanted, unwelcome or uninvited conduct of a sexual nature, which makes a person feel offended, humiliated or intimidated. Conduct can amount to sexual harassment even if the person did not intend to offend, humiliate or intimidate the other person. However, conduct will not be sexual harassment if a reasonable person, having regard to all the circumstances, would not have anticipated that the conduct would offend, humiliate or intimidate the other person. Sexual harassment does not have to be directed at a particular individual to be unlawful. Behaviour which creates a hostile working environment for other workers can also be unlawful.

Examples of sexual harassment include, but are not limited to:

- 8.1 physical contact such as pinching, touching, grabbing, kissing or hugging
- 8.2 staring or leering at a person or at parts of their body
- 8.3 sexual jokes or comments
- 8.4 requests for sexual favours
- 8.5 persistent requests to go out, where they are refused
- 8.6 sexually explicit conversations
- 8.7 displays of offensive material such as posters, screen savers, Internet material etc
- 8.8 accessing or downloading sexually explicit material from the Internet
- 8.9 suggestive comments about a person's body or appearance
- 8.10 sending rude or offensive emails, attachments or text messages.

9. Victimisation

Victimisation is where a person is retaliated against or subjected to a detriment because they have lodged a complaint, they intend to lodge a complaint or they are involved in a complaint of unlawful conduct. Workers must not retaliate against a person who raises a complaint or subject them to any detriment.

ANTI-DISCRIMINATION AND EEO POLICY: | MAY2022

10. When does EEO apply?

EEO applies to all aspects of the employment relationship. The policy seeks to establish an equitable working environment where equal employment opportunities based on merit are provided in relation to:

- access to services and information;
- transparent decision making;
- recruitment and selection;
- learning and development;
- career advancement and developmental opportunities; and
- conditions of employment.

11. Rights and responsibilities

All workers must:

- 11.1 understand and comply with this Policy;
- 11.2 comply with the Council's Code of Conduct;
- 11.3 ensure they do not engage in any unlawful conduct towards other workers, customers/clients or others with whom they come into contact through work;
- 11.4 ensure they do not aid, abet or encourage other persons to engage in unlawful conduct;
- 11.5 follow the complaint procedure in this Policy if they experience any unlawful conduct;
- 11.6 report any unlawful conduct they see occurring to others in the workplace in accordance with the complaint procedure in this Policy; and
- 11.7 maintain confidentiality if they are involved in the complaint procedure.

Workers should be aware that they can be held legally responsible for their unlawful conduct.

Workers, who aid, abet or encourage other persons to engage in unlawful conduct, can also be legally liable.

12. Breach of this Policy

All workers are required to comply with this Policy at all times. If an employee breaches this Policy, they may be subject to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Council terminated or not renewed. For other workers a breach of this Policy could result in you losing your position.

If a person makes an unfounded complaint or a false complaint in bad faith (e.g. - making up a complaint to get someone else in trouble or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

13. Complaint handling procedure

If a worker feels that they have been subjected to any form of unlawful conduct contrary to EEO laws, this Policy or the Council's Code of Conduct, they should not ignore it.

They should, as appropriate, follow one of the steps set out below.

14. Examples of the ways in which a complaint can be dealt with

14.1 Confront the Issue

If a worker feels comfortable doing so, they should address the issue with the person concerned. A worker should identify the offensive behaviour, explain that the behaviour is unwelcome and offensive and ask that the behaviour stop. It may be that the person was not aware that their behaviour was unwelcome or caused offence.

This is not a compulsory step. If a worker does not feel comfortable confronting the person, or the worker confronts the person and the behaviour continues the worker should report the issue to their manager. If the manager is the alleged perpetrator, then the matter should be reported to a senior manager, to the Executive Manager People & Performance or a representative of the Human Resources team.

If a worker is unsure about how to handle a situation and is also unsure if they want to make a complaint they should contact the Executive Manager, People & Performance or a representative of the Human Resources team for support and guidance.

14.2 Report the Issue

A worker should report the issue to the Executive Manager, People & Performance or a representative of the Human Resources team.

The Executive Manager, People & Performance or a representative of the Human Resources team will aim to deal with the workers complaint in accordance with this Policy. There are two complaint procedures that can be used: informal and formal (detailed further below). The type of complaint procedure used will be determined by the nature of the complaint that is made.

14.3 Informal Complaint

There is a broad range of options for addressing the complaint. The procedure used to address the issue will depend on the individual circumstances of the case. Possible options include, but are not limited to:

- a) The manager, Executive Manager, People & Performance or a representative of the Human Resources team discussing the issue with the person against whom the complaint is made; and/or
- b) The manager, Executive Manager, People & Performance or a representative of the Human Resources team facilitating a meeting between the parties in an attempt to resolve the issue and move forward.

An informal complaint is more suited to less serious allegations that if founded, would not warrant disciplinary action being taken.

14.4 Formal Complaint

A formal complaint involves a formal investigation of the complaint. Formal investigations may be conducted by the Executive Manager, People & Performance or a representative of the Human Resources team or a person from outside the Council, appointed by the Council.

An investigation generally involves, collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the Executive Manager, People & Performance, a representative of the Human Resources team or the external investigator will make recommendations about resolving the complaint.

If the Council considers it appropriate for the safe and efficient conduct of an investigation, workers may be required not to report for work during the period of an investigation. The Council may also provide alternative duties or work during the investigation period. Generally, workers will be paid their normal pay during any such period. *Refer to clause 37, Disciplinary Procedures, of the Local Government (State) Award 2020.*

ANTI-DISCRIMINATION AND EEO POLICY: | MAY2022

15. Confidentiality

The Executive Manager, People & Performance or a representative of the Human Resources team will endeavour to maintain confidentiality as far as reasonably practicable. However, it may be necessary to speak with other workers in order to determine what happened, to afford fairness to those against whom the complaint has been made and to resolve the complaint. If a complaint is raised and it appears that unlawful conduct has potentially occurred, the Council will endeavour to take appropriate action in relation to the complaint.

All workers involved in the complaint must also maintain confidentiality, including the worker who lodges the complaint. Spreading rumours or gossip may expose workers to a defamation claim. Workers may discuss the complaint with a designated support person or representative (who is not a worker employed or engaged by the Council). However, the support person or representative must also maintain confidentiality.

16. Possible outcomes

The possible outcomes will depend on the nature of the complaint and the procedure followed to address the complaint. Where an investigation results in a finding that a person has engaged in unlawful conduct, breach of this Policy or breach of the Code of Conduct that person may be disciplined. The type and severity of disciplinary action will depend on the nature of the complaint and other relevant factors. Where the investigation results in a finding that the person complained against has engaged in serious misconduct, this may result in instant dismissal. Any disciplinary action is a confidential matter between the affected worker and the Council.

Agents and contractors (including temporary contractors) who are found to have engaged in unlawful conduct and/or breached this Policy or the Council's Code of Conduct, may have their contracts with the Council terminated or not renewed. For other workers, a breach of this Policy or the Council's Code of Conduct could result in the loss of their position.

The Council may take a range of other non-disciplinary outcomes to resolve a complaint, depending on the particular circumstances. Examples include, but are not limited to:

- 16.1 training to assist in addressing the problems underpinning the complaint;
- 16.2 monitoring to ensure that there are no further problems;
- 16.3 implementing a new policy;
- 16.4 requiring an apology or an undertaking that certain behaviour stop; and/or
- 16.5 changing work arrangements.

16. Questions

If a worker is unsure about any matter covered by this Policy, they should seek the assistance of the Executive Manager, People & Performance or a representative of the Human Resources team. Assistance can also be sought from an external agency such as the Australian Human Rights Commission and the Anti-Discrimination Board NSW.

Variations

The Council reserves the right to vary, replace or terminate this policy from time to time.

References & Legislation

- Anti-Discrimination Act 1977 (NSW)
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Australian Human Rights Commission Act 1986
- Work Health & Safety Act 2011 (NSW)
- Local Government (State) Award
- Local Government Act 1993

Relevant Council documents

- Workplace Bullying Policy
- Code of Conduct
- Workplace Environment Statement
- Social Media Acceptable Use Procedure



WORKPLACE BULLYING POLICY

*A prosperous
and progressive
community*

| | | | |
|------------------------|---------------------------------------|-------------|------------------------|
| ADOPTED | | VERSION NO | 7 |
| COUNCIL MEETING MIN NO | 116-19 | REVIEW DATE | MAY 2022 ⁵² |
| DATE: | 15 MAY 20 22 ¹⁹ | FILE NUMBER | A0100021 |

1. Aim

- 1.1. Mid-Western Regional Council ('Council') is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. Bullying is a risk to the health and safety of the workplace. It is unacceptable and will not be tolerated by the Council.
- 1.2. This Policy outlines the Council's commitment to a safe workplace and is aimed at ensuring, so far as ~~it reasonably can~~reasonably practicable, that employees are not subjected to any form of bullying while at work. It also details the legal responsibilities of the Council and its ~~and employees~~ employees in relation to preventing bullying in the workplace.

2. Commencement of Policy

- 2.1. This Policy will commence on 15/5/20~~22~~¹⁹. It replaces all other bullying policies (whether written or not).

3. Scope

- 3.1. This Policy covers all employees of the Council (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Council (for example contractors, volunteers, subcontractors, agents, consultants and temporary staff) (collectively 'workers').
- 3.2. This Policy extends to all functions and places that are work related, for example, work lunches, conferences, Christmas parties, social media platforms, text messaging, emails and client functions. This Policy does not form part of any employee's contract of employment. Nor does it form part of any contract for service.

4. Legal responsibilities

- 4.1. Everyone at the workplace has a legal responsibility to prevent bullying from occurring.
- 4.2. Under relevant health and safety legislation (the 'Legislation') the Council has the primary duty to eliminate or minimise, as far as reasonable practicable, the risks to health and safety in the workplace. This duty includes the implementation of strategies to prevent workplace bullying. This Policy will assist the Council in complying with its legal responsibilities.
- 4.2.4.3. Council will provide employees with regular compulsory training and education around identifying, preventing and responding to workplace bullying and unreasonable behaviour. Council will provide information about Council's stance on workplace bullying and expected workplace behaviours to all new employees through induction processes.
- 4.3.4.4. Workers ~~are~~ also required under the Legislation to take reasonable care for their own health and safety, as well as that of others at the Council's workplace. They must also comply with any reasonable instruction given by the Council. Compliance with this Policy will assist workers in meeting their legal responsibilities.

5. What is workplace bullying?

- 5.1. Workplace bullying is repeated, unreasonable behaviour, directed towards a worker or a group of workers that creates a risk to health and safety. It includes both physical and psychological risks and abuse.
- 5.2. 'Repeated behaviour' refers to the persistent nature of the behaviour and can refer to a range or pattern of behaviours over a period of time (for example, verbal abuse, unreasonable criticism, isolation and subsequently being denied opportunities – ie i.e. a pattern is being established from a series of events).
- 5.3. 'Unreasonable behaviour' means behaviour that a reasonable person, having regard to all the

WORKPLACE BULLYING POLICY: WORKPLACE BULLYING POLICY | 7 MAY 2019 MAY 2022

circumstances, would expect to victimise, humiliate, undermine or threaten another person.

6. Examples of workplace bullying

- 6.1. Bullying behaviours can take many different forms, from the obvious (direct) to the more subtle (indirect). The following are some examples of both direct and indirect bullying:

Direct bullying:

- abusive, insulting or offensive language
- spreading misinformation or malicious rumours
- behaviour or language that frightens, humiliates, belittles or degrades, including over criticising, or criticism that is delivered with yelling or screaming
- displaying offensive material
- inappropriate comments about a person's appearance, lifestyle, their family or sexual preferences
- teasing or regularly making someone the brunt of pranks or practical jokes
- interfering with a person's personal property or work equipment, or
- harmful or offensive initiation practices.

Indirect bullying:

- unreasonably overloading a person with work, or not providing enough work
- setting timeframes that are difficult to achieve, or constantly changing them
- setting tasks that are unreasonably below, or above, a person's skill level
- deliberately excluding or isolating a person from normal work activities
- withholding information that is necessary for effective work performance
- deliberately denying access to resources or workplace benefit and entitlements, for example training, leave
- deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular worker or workers.

- 6.2. The above examples do not represent a complete list of bullying behaviours. They are indicative of the type of ~~behaviours which~~ behaviours, which may constitute bullying and therefore unacceptable to the Council.

- 6.3. A single incident of unreasonable behaviour does not usually constitute bullying. However, it should not be ignored as it may have the potential to escalate into bullying behaviour.

- 6.4. A person's ~~i~~ntention is irrelevant when determining if bullying has occurred. Bullying can occur unintentionally, where actions which are not intended to victimise, humiliate, undermine or threaten a person actually have that effect.

- 6.5. Bullying in the workplace is harmful not only to the target of the behaviour but damages the Council's culture and reputation. It is unacceptable and will not be tolerated.

7. What does NOT constitute workplace bullying?

- 7.1. Managing staff does not constitute bullying, if it is done in a reasonable manner. Managers have the right, and are obliged to, manage their staff. This includes directing the way in which work is performed, undertaking performance reviews and providing feedback (even if negative) and disciplining and counselling staff. Examples of reasonable management practices include:

- setting reasonable performance goals, standards and deadlines in consultation with workers and after considering their respective skills and experience;

- allocating work fairly;
- fairly rostering and allocating working hours;
- transferring a worker for legitimate and explained operational reasons;
- deciding not to select a worker for promotion, following a fair and documented process;
- informing a worker about unsatisfactory work performance in a constructive way and in accordance with any workplace policies or agreements;
- informing a worker about inappropriate behaviour in an objective and confidential way;
- implementing organisational changes or restructuring; and
- performance management processes.

8. What steps will the Council take to prevent workplace bullying?

8.1. The Council will take all reasonable steps to prevent bullying through a risk management process. This process includes:

- identification of bullying risk factors- these are things and situations which could contribute to bullying such as the way in which staff are managed, or organisational change such as redundancies
- assessing and eliminating the risks, as far as ~~reasonable~~reasonably practicable, or controlling, or minimising, them as far as ~~reasonable~~practicable; and
- training workers about bullying, how to deal with it and its impact on the workplace.

9. Complaint Procedure

~~9.1. If a worker feels that they have been bullied, they should not ignore it.~~

~~9.2. Any bullying issue should be brought to the Council's attention as soon as possible.~~

~~9.3. There are a number of options available for workers who feel they have been bullied:~~

~~If a worker feels that they have been subjected to any form of unlawful conduct contrary to EEO laws, this Policy or the Council's Code of Conduct, they should not ignore it.~~

~~They should, as appropriate, follow one of the steps set out below.~~

Confront the Issue

- If a worker feels comfortable doing so, they should address the issue with the person concerned. A worker should identify the bullying behaviour, explain that the behaviour is unwelcome and offensive and ask that it stop.

This is not a compulsory step. If a worker ~~does not~~ feel comfortable confronting the person, or the worker confronts the person and the behaviour continues, the worker should report the issue to their manager. If the manager is the alleged perpetrator, then the matter should be reported to a senior manager, ~~or to the Executive Manager People & Performance or a representative of the Human Resources team~~Executive Manager Human Resources.

If at any time, a worker is unsure about how to handle a situation they should contact the Executive Manager ~~Human Resources~~People & Performance or a representative of the Human Resources team for support and guidance.

Report the Issue

- There are two complaint procedures that can be used to resolve bullying complaints: informal and formal (detailed further below). The type of complaint procedure used depends on the nature of the complaint that is made. The aim is to ensure that workers are able to return to a productive and harmonious working ~~relationship~~environment as soon as possible.

WORKPLACE BULLYING POLICY: WORKPLACE BULLYING POLICY | 7 MAY 2019 MAY 2022

10. Informal Complaint Procedure

10.1. ~~Under the informal complaint procedure~~ There are a broad range of options for addressing the complaint informally. The procedure process used to address the issue will depend on the individual circumstances of the case. The manager, ~~or~~ Executive Manager Human Resources People & Performance or a representative of the Human Resources team will determine which process to follow. The possible options include, but are not limited to, the manager, ~~or~~ Executive Manager Human Resources or a representative if the Human Resources team:

- discussing the issue with the person against whom the complaint is made; and/or
- facilitating a meeting between the parties in an attempt to resolve the issue and move forward.

10.2. ~~The informal complaint procedure is more suited to less serious allegations that if founded, may not warrant disciplinary action being taken. An informal complaint is more suited to less serious allegations that if founded, would not warrant disciplinary action being taken.~~

11. Formal Complaint Procedure

11.1. ~~The~~ A formal complaint ~~procedure~~ involves the worker making a written complaint and a formal investigation being conducted of that complaint. It is appropriate for more serious allegations, or if senior management are involved. Formal investigations may be conducted by the Council or by an external investigator appointed by the Council.

11.2. An investigation generally involves collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the Council or the external investigator will make recommendations about what actions should be taken to resolve the complaint and any appropriate disciplinary action.

11.3. If Council considers it appropriate for the safe and efficient conduct of an investigation, workers may be required not to report for work during the period of an investigation. The Council may also provide alternative duties or work during the investigation period. Generally, workers will be paid their normal pay during any such period. Refer to clause 37, Disciplinary Procedures, of the Local Government (State) Award 2020.

12. Dealing with bullying complaints

12.1. In handling bullying complaints, the Council will adopt the following principles:

- Take all complaints seriously.
- Act promptly.
- Not victimise any person who makes a complaint, any person accused of bullying, or any witnesses.
- Support all parties.
- Be impartial.
- Communicate the investigation or complaint process to all parties involved, including ~~estimated~~ length length of time for resolution.
- Maintain confidentiality - the Council will endeavour to maintain confidentiality as far as ~~possible~~ reasonably practicable. However, it may be necessary to speak with other workers in order to determine what happened, to legal representatives or the Council's senior managers. It will also be necessary to speak to those against whom the complaint has been made in order to afford fairness. All workers involved in the complaint must also maintain confidentiality, including the worker who lodges the complaint. Spreading rumours or gossip may expose the worker responsible to a defamation claim.
- Act appropriately - if a complaint is made and it appears that bullying has occurred, the Council will endeavour to take appropriate action in relation to the complaint.

- Keep records – documentation is essential. A record of all meetings and interviews stating who was present and agreed outcomes should always be maintained.

13. Possible outcomes

13.1. The possible outcomes of an investigation will depend on the nature of the complaint. Where an investigation results in a finding that a person has engaged in bullying behaviour, that person will be disciplined. The type and severity of disciplinary action will depend on the nature of the complaint and other relevant factors. Where the investigation results in a finding that the person complained against has engaged in serious misconduct, this may result in instant dismissal. Any disciplinary action is a confidential matter between the affected worker and the Council.

13.2. The Council may take a range of disciplinary action. Examples include, but are not limited to:

- Providing training to assist in addressing the problems underpinning the complaint
- Monitoring to ensure that there are no further problems
- Implementing a new Policy
- Mentoring and support from a senior manager
- Requiring an apology or an undertaking that certain behaviour stop
- Changing work arrangements
- Transferring to another work area
- Issuing a written warning (this can be a first or final warning depending on the circumstances)
- Dismissal.

14. Management and Supervisor's role

14.1. Managers and supervisors have a key role in the prevention of workplace bullying. Managers and supervisors must:

- ensure that they do not bully workers, other managers or supervisors, clients or customers;
- ensure that they do not aid, abet or encourage other persons to engage in bullying behaviour;
- ensure all staff who report to them are aware and understand this Policy and their responsibility to comply with it;
- ensure that all staff who report to them understand that any bullying in any form is unacceptable and will not be tolerated by the Council;
- act promptly and appropriately if they observe bullying behaviours;
- ensure that all staff who report to them understand that they should report any bullying behaviour;
- ensure all staff who report to them are aware and understand the complaint procedures; and
- act promptly if a complaint is made. If this is not possible, or is inappropriate, inform the Executive Manager People & Performance or a representative of the Human Resources team ~~Executive Manager Human Resources~~ as soon as possible.

15. Workers role

15.1. All workers must:

- understand and comply with this Policy;
- ensure they do not engage in any conduct which may constitute bullying towards other workers, customers/clients or others with whom they come into contact through work;
- ensure they do not aid, abet or encourage other persons to engage in bullying behaviour;
- follow the Council's complaint procedure if they experience bullying;
- report any bullying they see occurring to others in the workplace in accordance with this Policy; and

WORKPLACE BULLYING POLICY: WORKPLACE BULLYING POLICY | ~~7 MAY 2019~~ MAY 2022

- maintain confidentiality if they are involved in the incident complained of.

16. Breach of this Policy

- 16.1. The Council takes very seriously its commitment to providing a safe and healthy work environment, free from bullying. All workers are required to comply with this Policy.
- 16.2. If an employee breaches this Policy, they may be subject to disciplinary action. In serious ~~cases~~ ~~cases~~, this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Council terminated or not renewed.
- 16.3. If a person makes a false complaint, or a complaint in bad faith (e.g. making up a complaint to get someone else in trouble, or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

17. More information

- 17.1. If a worker is unsure about any matter covered by this Policy, or requires more information about workplace bullying they should seek the assistance of their manager, ~~or of the Executive Manager Human Resources~~ People & Performance or a representative of the Human Resources team. They may also wish to seek external advice from the relevant regulatory authority, such as Safe Work.

Variations

The Council reserves the right to vary, replace or terminate this Policy from time to time.

References & Legislation

- Workplace Health & Safety Act 2011 (NSW)
- Local Government (State) Award 2020
- Local Government act 1993

Relevant Council documents

Associated documents

- Anti-Discrimination and Equal Employment Opportunity Policy
- Code of Conduct
- Workplace Environment Statement
- Social Media Acceptable Use Procedure



WORKPLACE BULLYING POLICY

*A prosperous
and progressive
community*

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|------------------------|
| ADOPTED |
| COUNCIL MEETING MIN NO |
| DATE: 15 MAY 2022 |

| | |
|-------------|----------|
| VERSION NO | 7 |
| REVIEW DATE | MAY 2025 |
| FILE NUMBER | A0100021 |

1. Aim

- 1.1. Mid-Western Regional Council ('Council') is committed to providing a safe and healthy work environment in which all workers are treated fairly, with dignity and respect. Bullying is a risk to the health and safety of the workplace. It is unacceptable and will not be tolerated by the Council.
- 1.2. This Policy outlines the Council's commitment to a safe workplace and is aimed at ensuring, so far as reasonably practicable, that employees are not subjected to any form of bullying while at work. It also details the legal responsibilities of the Council and its employees in relation to preventing bullying in the workplace.

2. Commencement of Policy

- 2.1. This Policy will commence on 15/5/2022. It replaces all other bullying policies (whether written or not).

3. Scope

- 3.1. This Policy covers all employees of the Council (whether full-time, part-time or casual) and all persons performing work at the direction of, in connection with, or on behalf of the Council (for example contractors, volunteers, subcontractors, agents, consultants and temporary staff) (collectively 'workers').
- 3.2. This Policy extends to all functions and places that are work related, for example, work lunches, conferences, Christmas parties, social media platforms, text messaging, emails and client functions. This Policy does not form part of any employee's contract of employment. Nor does it form part of any contract for service.

4. Legal responsibilities

- 4.1. Everyone at the workplace has a legal responsibility to prevent bullying from occurring.
- 4.2. Under relevant health and safety legislation (the 'Legislation') the Council has the primary duty to eliminate or minimise, as far as reasonably practicable, the risks to health and safety in the workplace. This duty includes the implementation of strategies to prevent workplace bullying. This Policy will assist the Council in complying with its legal responsibilities.
- 4.3. Council will provide employees with regular compulsory training and education around identifying, preventing and responding to workplace bullying and unreasonable behaviour. Council will provide information about Council's stance on workplace bullying and expected workplace behaviours to all new employees through induction processes.
- 4.4. Workers are also required under the Legislation to take reasonable care for their own health and safety, as well as that of others at the Council's workplace. They must also comply with any reasonable instruction given by the Council. Compliance with this Policy will assist workers in meeting their legal responsibilities.

5. What is workplace bullying?

- 5.1. Workplace bullying is repeated, unreasonable behaviour, directed towards a worker or a group of workers that creates a risk to health and safety. It includes both physical and psychological risks and abuse.
- 5.2. 'Repeated behaviour' refers to the persistent nature of the behaviour and can refer to a range or pattern of behaviours over a period of time (for example, verbal abuse, unreasonable criticism, isolation and subsequently being denied opportunities – i.e. a pattern is being established from a series of events).
- 5.3. 'Unreasonable behaviour' means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten another person.

WORKPLACE BULLYING POLICY: | MAY 2022

6. Examples of workplace bullying

- 6.1. Bullying behaviours can take many different forms, from the obvious (direct) to the more subtle (indirect). The following are some examples of both direct and indirect bullying:

Direct bullying:

- abusive, insulting or offensive language
- spreading misinformation or malicious rumours
- behaviour or language that frightens, humiliates, belittles or degrades, including over criticising, or criticism that is delivered with yelling or screaming
- displaying offensive material
- inappropriate comments about a person's appearance, lifestyle, their family or sexual preferences
- teasing or regularly making someone the brunt of pranks or practical jokes
- interfering with a person's personal property or work equipment, or
- harmful or offensive initiation practices.

Indirect bullying:

- unreasonably overloading a person with work, or not providing enough work
 - setting timeframes that are difficult to achieve, or constantly changing them
 - setting tasks that are unreasonably below, or above, a person's skill level
 - deliberately excluding or isolating a person from normal work activities
 - withholding information that is necessary for effective work performance
 - deliberately denying access to resources or workplace benefit and entitlements, for example training, leave
 - deliberately changing work arrangements, such as rosters and leave, to inconvenience a particular worker or workers.
- 6.2. The above examples do not represent a complete list of bullying behaviours. They are indicative of the type of behaviours, which may constitute bullying and therefore unacceptable to the Council.
- 6.3. A single incident of unreasonable behaviour does not usually constitute bullying. However, it should not be ignored as it may have the potential to escalate into bullying behaviour.
- 6.4. A person's intention is irrelevant when determining if bullying has occurred. Bullying can occur unintentionally, where actions which are not intended to victimise, humiliate, undermine or threaten a person actually have that effect.
- 6.5. Bullying in the workplace is harmful not only to the target of the behaviour but damages the Council's culture and reputation. It is unacceptable and will not be tolerated.

7. What does NOT constitute workplace bullying?

- 7.1. Managing staff does not constitute bullying, if it is done in a reasonable manner. Managers have the right, and are obliged to, manage their staff. This includes directing the way in which work is performed, undertaking performance reviews and providing feedback (even if negative) and disciplining and counselling staff. Examples of reasonable management practices include:
- setting reasonable performance goals, standards and deadlines in consultation with workers and after considering their respective skills and experience;
 - allocating work fairly;

- fairly rostering and allocating working hours;
- transferring a worker for legitimate and explained operational reasons;
- deciding not to select a worker for promotion, following a fair and documented process;
- informing a worker about unsatisfactory work performance in a constructive way and in accordance with any workplace policies or agreements;
- informing a worker about inappropriate behaviour in an objective and confidential way;
- implementing organisational changes or restructuring; and
- performance management processes.

8. What steps will the Council take to prevent workplace bullying?

8.1. The Council will take all reasonable steps to prevent bullying through a risk management process. This process includes:

- identification of bullying risk factors- these are things and situations which could contribute to bullying such as the way in which staff are managed, or organisational change such as redundancies
- assessing and eliminating the risks, as far as reasonably practicable, or controlling, or minimising, them as far as reasonably practicable; and
- training workers about bullying, how to deal with it and its impact on the workplace.

9. Complaint Procedure

If a worker feels that they have been subjected to any form of unlawful conduct contrary to EEO laws, this Policy or the Council's Code of Conduct, they should not ignore it.

They should, as appropriate, follow one of the steps set out below.

Confront the Issue

- If a worker feels comfortable doing so, they should address the issue with the person concerned. A worker should identify the bullying behaviour, explain that the behaviour is unwelcome and offensive and ask that it stop.

This is not a compulsory step. If a worker does not feel comfortable confronting the person, or the worker confronts the person and the behaviour continues, the worker should report the issue to their manager. If the manager is the alleged perpetrator, then the matter should be reported to a senior manager, to the Executive Manager People & Performance or a representative of the Human Resources team.

If at any time, a worker is unsure about how to handle a situation they should contact the Executive Manager People & Performance or a representative of the Human Resources team for support and guidance.

Report the Issue

- There are two complaint procedures that can be used to resolve bullying complaints: informal and formal (detailed further below). The type of complaint procedure used depends on the nature of the complaint that is made. The aim is to ensure that workers are able to return to a productive and harmonious working environment as soon as possible.

10. Informal Complaint

10.1. There are a broad range of options for addressing the complaint informally. The process used to address the issue will depend on the individual circumstances of the case. The manager, Executive Manager People & Performance or a representative of the Human Resources team will determine which process to follow. The possible options include, but are not limited to, the manager, Executive Manager Human Resources or a representative of the Human Resources team:

- discussing the issue with the person against whom the complaint is made; and/or

WORKPLACE BULLYING POLICY: | MAY 2022

- facilitating a meeting between the parties in an attempt to resolve the issue and move forward.
- 10.2. An informal complaint is more suited to less serious allegations that if founded, would not warrant disciplinary action being taken.

11. Formal Complaint

- 11.1. A formal complaint involves the worker making a written complaint and a formal investigation being conducted of that complaint. It is appropriate for more serious allegations, or if senior management are involved. Formal investigations may be conducted by the Council or by an external investigator appointed by the Council.
- 11.2. An investigation generally involves collecting information about the complaint and then making a finding based on the available information as to whether or not the alleged behaviour occurred. Once a finding is made, the Council or the external investigator will make recommendations about what actions should be taken to resolve the complaint and any appropriate disciplinary action.
- 11.3. If Council considers it appropriate for the safe and efficient conduct of an investigation, workers may be required not to report for work during the period of an investigation. The Council may also provide alternative duties or work during the investigation period. Generally, workers will be paid their normal pay during any such period. *Refer to clause 37, Disciplinary Procedures, of the Local Government (State) Award 2020.*

12. Dealing with bullying complaints

- 12.1. In handling bullying complaints, the Council will adopt the following principles:
- Take all complaints seriously.
 - Act promptly.
 - Not victimise any person who makes a complaint, any person accused of bullying, or any witnesses.
 - Support all parties.
 - Be impartial.
 - Communicate the investigation or complaint process to all parties involved, including estimated length of time for resolution.
 - Maintain confidentiality - the Council will endeavour to maintain confidentiality as far as reasonably practicable. However, it may be necessary to speak with other workers in order to determine what happened, to legal representatives or the Council's senior managers. It will also be necessary to speak to those against whom the complaint has been made in order to afford fairness. All workers involved in the complaint must also maintain confidentiality, including the worker who lodges the complaint. Spreading rumours or gossip may expose the worker responsible to a defamation claim.
 - Act appropriately - if a complaint is made and it appears that bullying has occurred, the Council will endeavour to take appropriate action in relation to the complaint.
 - Keep records – documentation is essential. A record of all meetings and interviews stating who was present and agreed outcomes should always be maintained.

13. Possible outcomes

- 13.1. The possible outcomes of an investigation will depend on the nature of the complaint. Where an investigation results in a finding that a person has engaged in bullying behaviour, that person will be disciplined. The type and severity of disciplinary action will depend on the nature of the complaint and other relevant factors. Where the investigation results in a finding that the person complained against has engaged in serious misconduct, this may result in instant dismissal. Any disciplinary action is a confidential matter between the affected worker and the Council.

13.2. The Council may take a range of disciplinary action. Examples include, but are not limited to:

- Providing training to assist in addressing the problems underpinning the complaint
- Monitoring to ensure that there are no further problems
- Implementing a new Policy
- Mentoring and support from a senior manager
- Requiring an apology or an undertaking that certain behaviour stop
- Changing work arrangements
- Transferring to another work area
- Issuing a written warning (this can be a first or final warning depending on the circumstances)
- Dismissal.

14. Management and Supervisor's role

14.1. Managers and supervisors have a key role in the prevention of workplace bullying. Managers and supervisors must:

- ensure that they do not bully workers, other managers or supervisors, clients or customers;
- ensure that they do not aid, abet or encourage other persons to engage in bullying behaviour;
- ensure all staff who report to them are aware and understand this Policy and their responsibility to comply with it;
- ensure that all staff who report to them understand that any bullying in any form is unacceptable and will not be tolerated by the Council;
- act promptly and appropriately if they observe bullying behaviours;
- ensure that all staff who report to them understand that they should report any bullying behaviour;
- ensure all staff who report to them are aware and understand the complaint procedures; and
- act promptly if a complaint is made. If this is not possible, or is inappropriate, inform the Executive Manager People & Performance or a representative of the Human Resources team as soon as possible.

15. Workers role

15.1. All workers must:

- understand and comply with this Policy;
- ensure they do not engage in any conduct which may constitute bullying towards other workers, customers/clients or others with whom they come into contact through work;
- ensure they do not aid, abet or encourage other persons to engage in bullying behaviour;
- follow the Council's complaint procedure if they experience bullying;
- report any bullying they see occurring to others in the workplace in accordance with this Policy; and
- maintain confidentiality if they are involved in the incident complained of.

16. Breach of this Policy

16.1. The Council takes very seriously its commitment to providing a safe and healthy work environment, free from bullying. All workers are required to comply with this Policy.

16.2. If an employee breaches this Policy, they may be subject to disciplinary action. In serious cases, this may include termination of employment. Agents and contractors (including temporary contractors) who are found to have breached this Policy may have their contracts with the Council terminated or not renewed.

16.3. If a person makes a false complaint, or a complaint in bad faith (e.g. making up a complaint to get

WORKPLACE BULLYING POLICY: | MAY 2022

someone else in trouble, or making a complaint where there is no foundation for the complaint), that person may be disciplined and may be exposed to a defamation claim.

17. More information

- 17.1. If a worker is unsure about any matter covered by this Policy, or requires more information about workplace bullying they should seek the assistance of their manager, the Executive Manager People & Performance or a representative of the Human Resources team. They may also wish to seek external advice from the relevant regulatory authority, such as Safe Work.

Variations

The Council reserves the right to vary, replace or terminate this Policy from time to time.

References & Legislation

- Workplace Health & Safety Act 2011 (NSW)
- Local Government (State) Award 2020
- Local Government act 1993

Relevant Council documents

- Anti-Discrimination and Equal Employment Opportunity Policy
- Code of Conduct
- Workplace Environment Statement
- Social Media Acceptable Use Procedure

7.3 Workforce Strategy 2022-2026

REPORT BY THE EXECUTIVE MANAGER, PEOPLE AND PERFORMANCE
TO 18 MAY 2022 ORDINARY MEETING
GOV400064, GOV400054, GOV400098

RECOMMENDATION

That Council:

1. **receive the report by the Executive Manager, People and Performance on the Workforce Strategy 2022-2026; and**
2. **endorse the Workforce Strategy 2022-2026.**

Executive summary

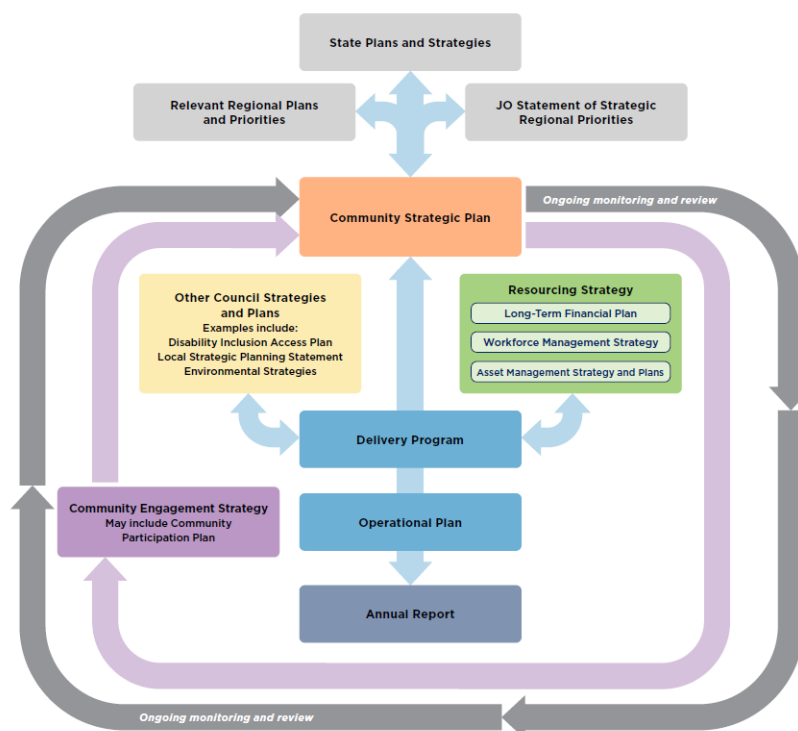
The Workforce Strategy is a requirement of the Integrated Planning and Reporting process and is an important component of the Resourcing Strategy which also incorporates the Long Term Financial Plan and the Asset Management Strategy.

Disclosure of Interest

Nil

Detailed report

Integrated Planning and Reporting Framework



The Workforce Strategy is an essential element of the Resourcing Strategy and will align to the Community Strategic Plan by ensuring Council has the right number of people with the right skills doing the right jobs at the right time to meet the expectations outlined in the Delivery Program.

The Workforce Strategy sets out the issues, analysis, actions and strategies that are required over the next four years to ensure we have the appropriate workforce resources in place.

Community Plan implications

| Theme | Good Governance |
|----------|--|
| Goal | An effective and efficient organisation |
| Strategy | Pursue efficiencies and ongoing business improvement |

Financial implications

The resources required to undertake the actions and deliverables in the Workforce Strategy will be included in the Operational Plan 2022/23 and the Long Term Financial Plan.

MICHELE GEORGE
EXECUTIVE MANAGER, PEOPLE AND
PERFORMANCE

28 April 2022

Attachments: 1. Workforce Strategy 2022-2026. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

7.4 MRT Quarterly Report: October to December 2021

REPORT BY THE GENERAL MANAGER
TO 18 MAY 2022 ORDINARY MEETING
GOV400088, F0770077, GOV400098

RECOMMENDATION

That Council receive the report by the General Manager on the MRT Quarterly Report October to December 2021.

Executive summary

As per the funding and performance agreement entered into in July 2017 between Mudgee Regional Tourism (MRT) and Council, MRT is required to report quarterly to Council on their performance.

Disclosure of Interest

Nil

Detailed report

The MRT report for the second quarter of the 21/22 financial year has been delivered to Council in accordance with the funding and performance agreement. The report is attached for Council's consideration.

Community Plan implications

| Theme | Building a Strong Local Economy |
|----------|---|
| Goal | An attractive business and economic environment |
| Strategy | Promote the Region as a great place to live, work, invest and visit |

Strategic implications

Council Strategies

A key strategy in the Mid-Western Region Community Plan is to promote the Region as a great place to live, work, invest and visit. This strategy recognises the important role that tourism plays in building a strong local economy.

Council has a contract with MRT for the supply of tourism services within the Mid-Western Local Government Area. The term of this contract is for four years ending on 30 June 2022. Under this contract, MRT must provide quarterly reports to Council.

Council Policies

Not applicable

Legislation

Not applicable

Financial implications

This report is for information purposes only, as per Council's contractual arrangement with MRT. There are no additional financial implications.

Associated Risks

This report is for information purposes only, as per Council's contractual arrangement with MRT.

BRAD CAM
GENERAL MANAGER

4 May 2022

Attachments: 1. MWRC Quarterly Report Q2 2021-22.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



2021–22 Quarterly Report

Q2: Oct to Dec 2021

prepared for

MID-WESTERN REGIONAL COUNCIL

PURPOSE

Mudgee Region Tourism (MRT) tables this report to the Mid-Western Regional Council (MWRC) as a requirement of the contract between MWRC and MRT 2017–22, an agreement subject to the following key performance indicators and as referenced in Appendix 1 of the Contract.

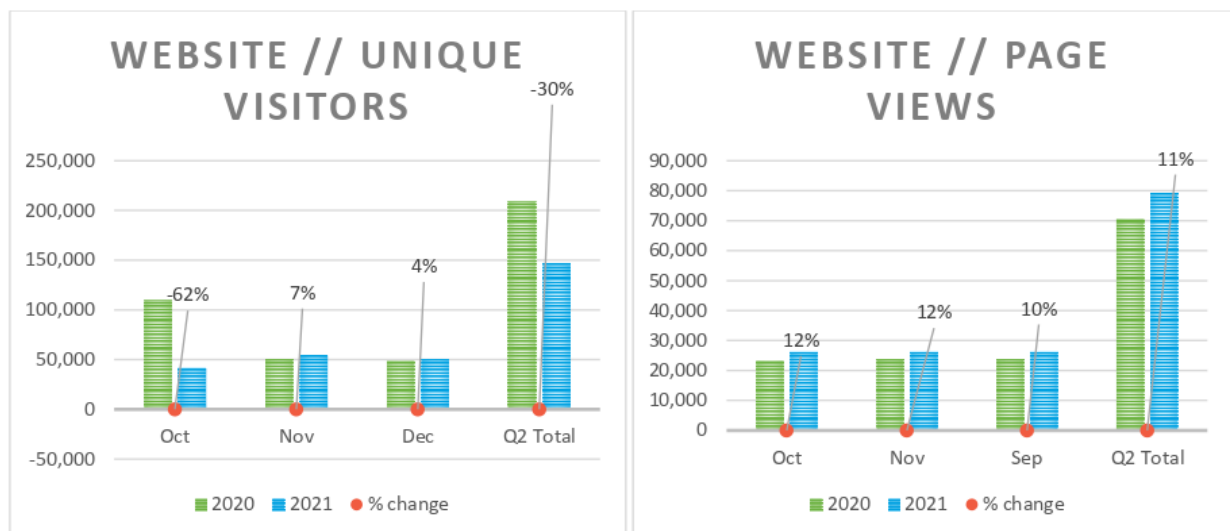
BOARD + EXECUTIVE TEAM

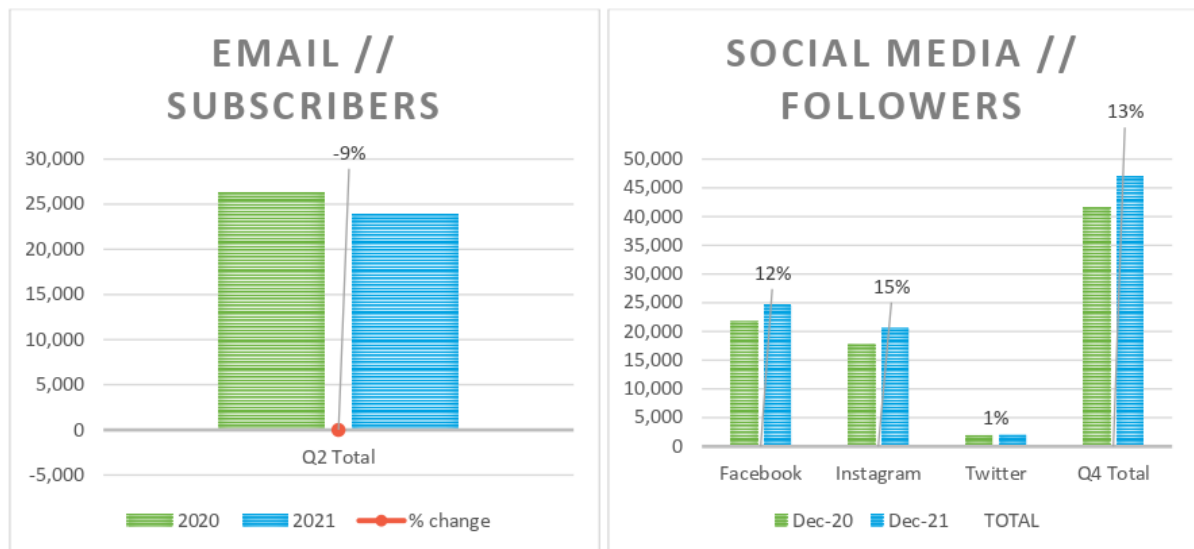
- Announced NSW Tourism Awards finalist in two categories for Visitor Information Services and Tourism Marketing + Campaigns
- Australian Visitor Information Centre accreditation approved
- COVID-19 travel restrictions lifted, state-wide phased approach from Monday 11 October
- Rebound supported by Australian Traveller – Australian Now campaign (Nov – Jan)
- Completed Financial Audit FY20 report provided to MWRC 25 November
- Team resignations + recruitment drive
- EOI submitted to MWRC for provision of Tourism Services + Regional Marketing

GRANTS + FUNDING

- RTBR DNCO grant activation continued for VOX pop production and promotion of eight select events
- Building Better Regions Fund (BBRF) application successful for two grants, implementation 2022
- Bushfire Local Economic Recovery Fund (BLERF) application successful. \$490k Funding across two years for the Feel the Love Campaign, activity commenced
- Google AdWords Grant – successful grant for not for profits, activity commenced

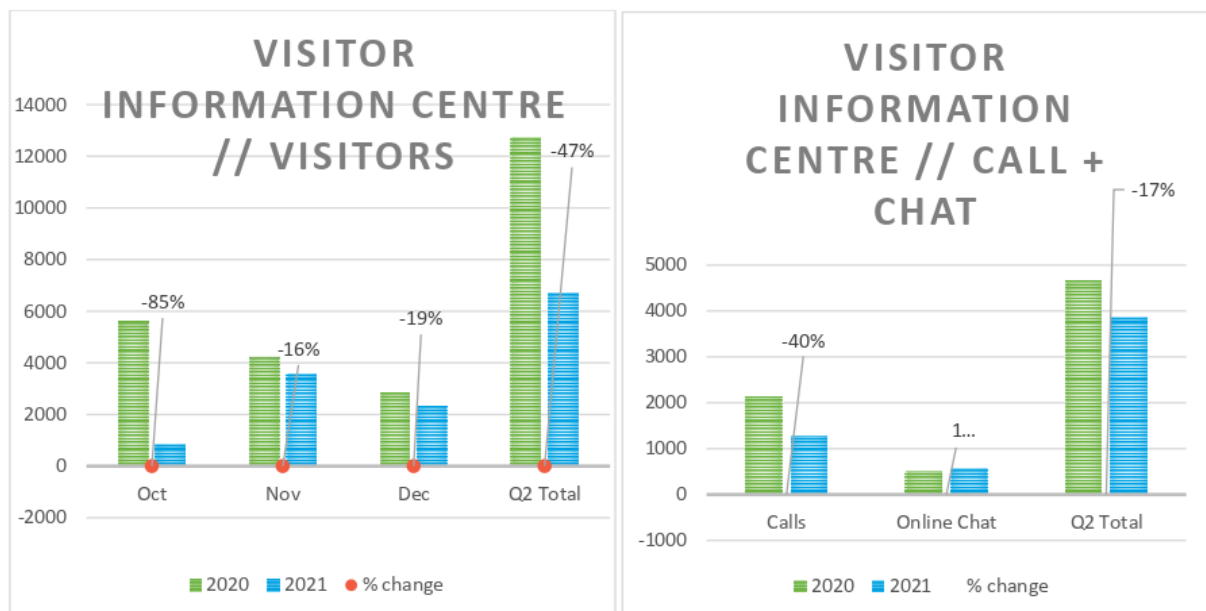
DESTINATION MARKETING

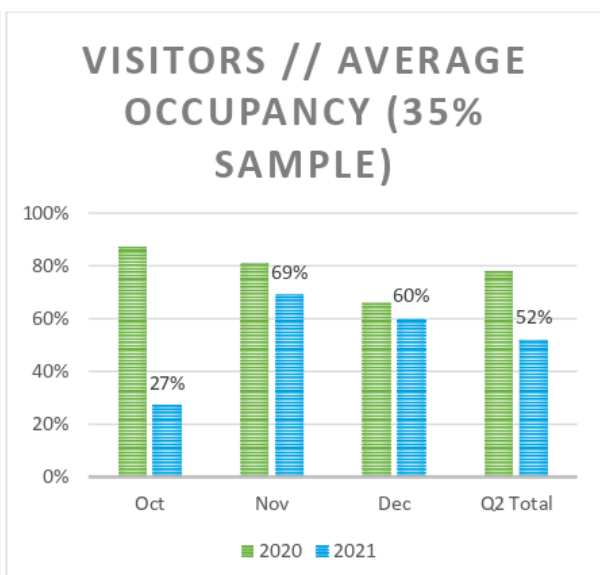
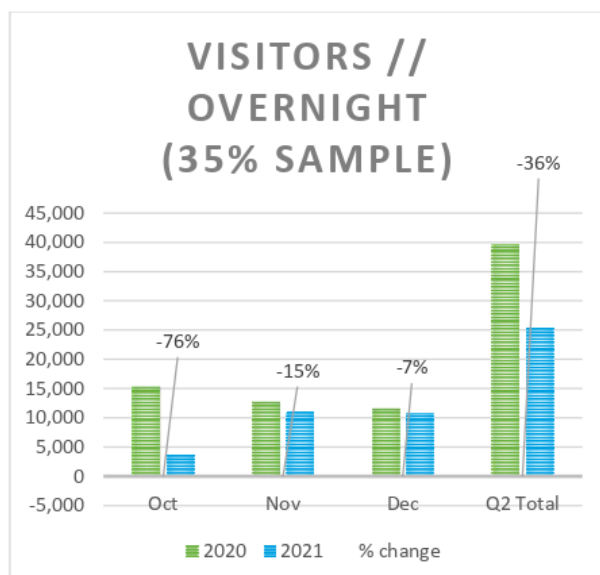
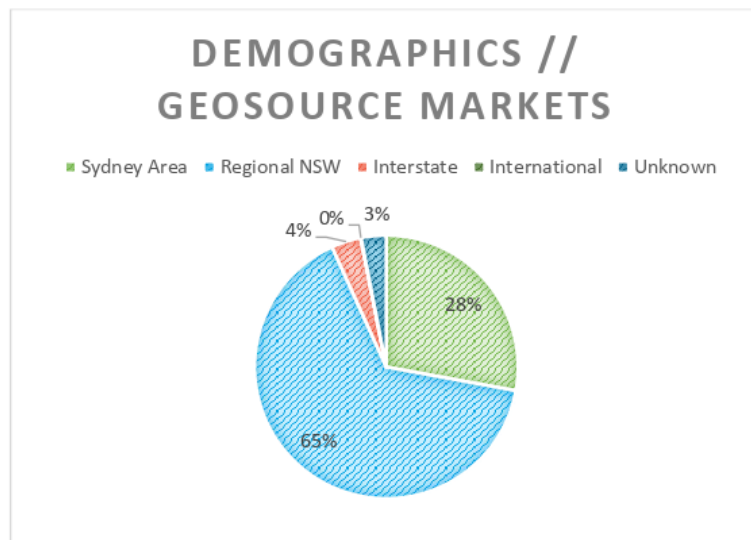




- Unique website visitation down (-30%) page views up (10%),
- Email subscribers down (-9%) + Social Media followers up (13%)
- Local travel restrictions lifted mid-October and a phased state-wide approach rolled out. Travel between Greater Sydney and regional NSW commenced 1 November for double vaccinated residence. Travel for non-vaccinated residence did not resume till early December
- Consumer confidence to consider, research and plan travel arrangements only gained momentum towards the end of the quarter

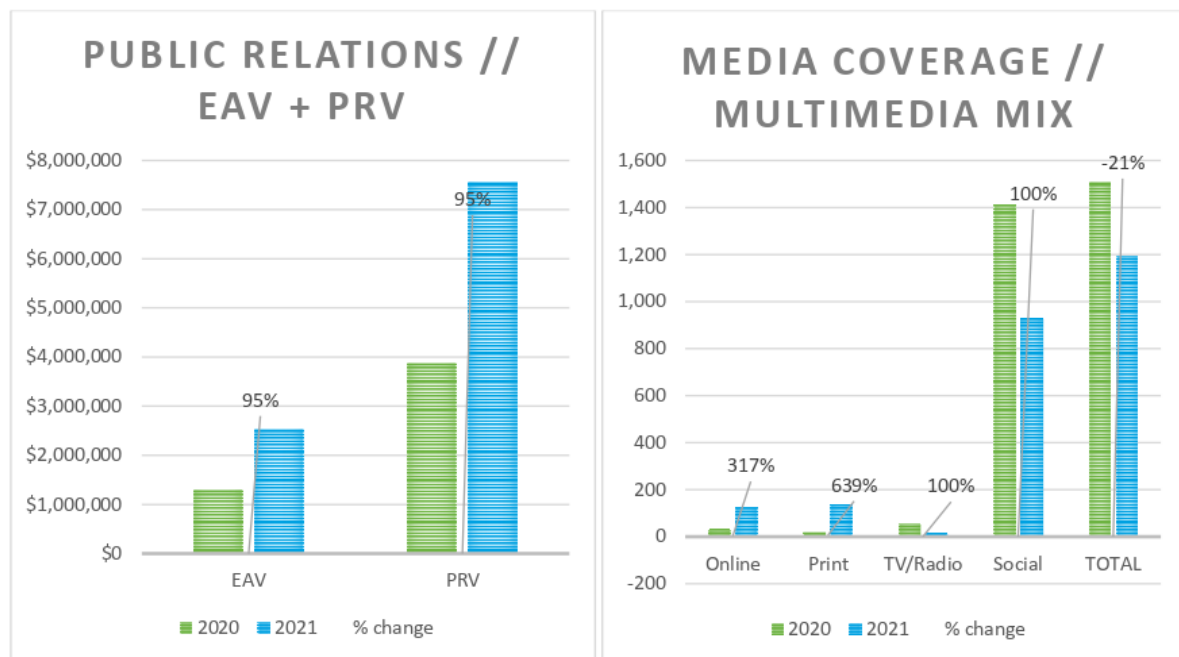
VISITOR STATISTICS





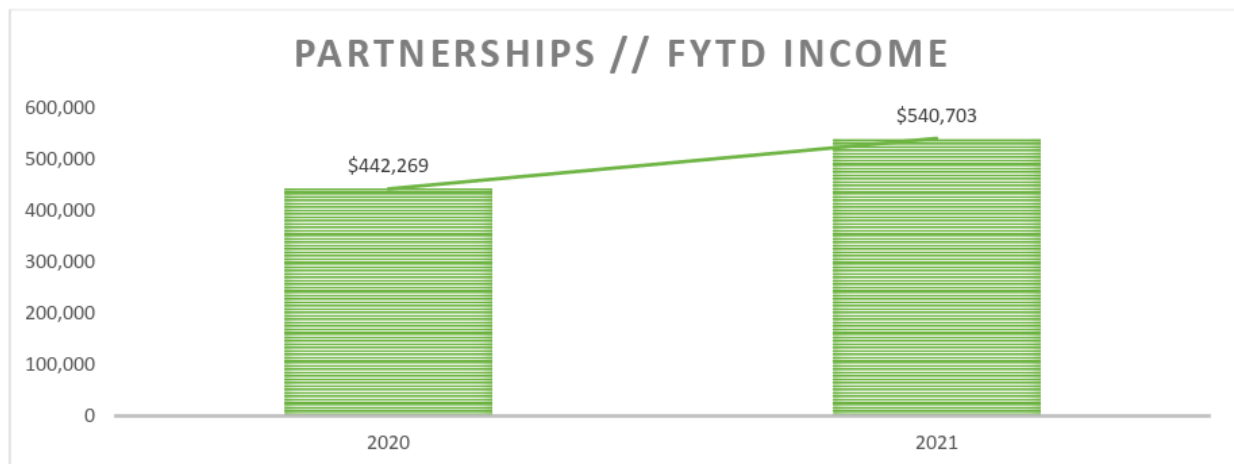
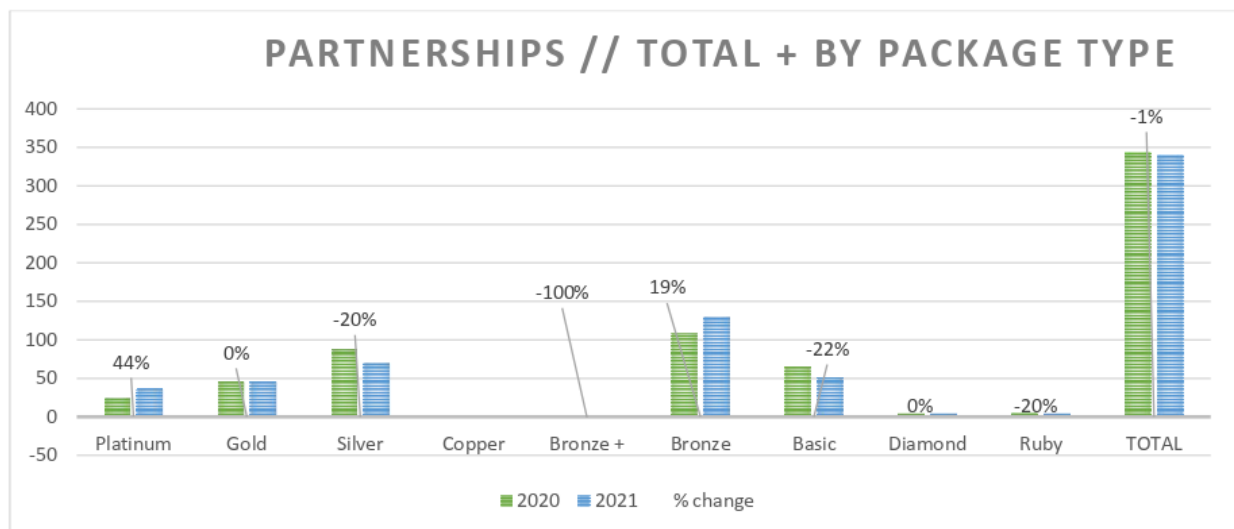
- VIC visitors decreased significantly compared to Q2 2020 (-47%)
- Overnight visitors down on Q2 2020 (-36%)
- Average occupancy down Q2 2020 (-33%)
- Greater Sydney and the NSW State remained in lockdown until 1 November significantly affecting both VIC visitation and overnight visitation
- Lack of consumer confidence, a hesitancy to travel which continued into December as a result of the Omicron Covid-19 variant and the double vaccination rule
- Regional NSW was the strongest geo-source market (65%), comprised of big number of Mudgee Region visitors, followed by the Sydney area (28%).

PUBLIC RELATIONS // MEDIA COVERAGE



- Media coverage/articles – to access our digital press room click [here](#)
- High value media coverage again in Q2 with both Estimated Advertising Value (EAV) and Public Relations Value (PRV) being up (95%, respectively). Most of the coverage related to the exposure and recognition of Mudgee achieving Australia's Top Tourism Town.

PARTNERSHIPS



- Total partnership packages \$541K vs \$442K last year
- Partnership income up (22%)
- Extremely strong partnership engagement + confidence in MRT deliverables

2020–25 DESTINATION MANAGEMENT PLAN GOALS + ACTIVITY

| Goal | Measurable Objectives (over the period 2020 to 2025) | Progress or action taken, as at end of December 21 |
|--|---|---|
| A. Leverage existing visitor markets to encourage increased length of stay and yield | Increase the visitor economy spend by 20% or 200,000 visitor nights | Decrease of 57% overnight visitation FYTD on previous year FY22 COVID19 travel restrictions in place, phased approached to re-opening + lack of consumer confidence |
| B. Encourage greater regional disbursal to share the benefits of tourism across the entire Mudgee Region | Increase in participation in events and tickets sales at museums and attractions by 10% in centres such as Gulgong, Kandos and Rylstone | Due to COVID19 restrictions, event and attraction ticket sales are down. |
| C. Strengthen the appeal of the region year-round to contribute to the viability of local businesses and to support vibrant communities | Increase in positive sentiment achieved as measured by an analysis of social media and online media sentiment Increase in digital content delivered for multichannel distribution relating to low and shoulder seasons | A sentiment report is planned for early 2022 in line with BLERF funding. MRT are aiming for an increase in positive sentiment from 2019 baseline NPS (Net Promoter Score) of 50. Note: Mudgee Region's NPS rating in 2019 was already significantly higher than competitors (Orange Region = 40, Margaret River = 38, Hunter Valley = 29, Shoalhaven = 25, Southern Highlands = 23). Mudgee named NSW Top Tourism Town. |
| D. Focus on higher-yield markets by enriching the experience offer | Increase in the number of higher-yield products, tours and experiences listed on the Australian Tourism Data Warehouse (ATDW) and on online booking platforms | On-going members are encouraged to create their own ATDW content to connect with MRT website MRT will continue to work with local industry to increase our region's digital presence. |
| E. Enhance collaboration and partnerships to support the visitor economy | Increase partnership engagement and resulting financial contribution to MRT by 10% | Increase in higher level partnership packages resulting in 22% increase in financial contribution FYTD. 340 partners FYTD compared to 343 on previous year |

FINANCIAL PERFORMANCE

1. **Nature of Report**
 - a. This is the financial report for the second quarter of the MRTI 2021–22 financial year, given to Mid-Western Regional Council (MWRC) under the reporting format as agreed under the contract executed between MWRC and MRTI.
 - b. The report demonstrates the preliminary trading result for the financial quarter ended Dec 31, 2021.
2. **Accounting Conventions**
 - a. The attached P&L and Balance Sheet have been prepared from the Xero General Ledger with no external intervention other than formatting.
 - b. Accrual accounting is used under GAAP.

Overall Result

 - a. Operating Profit/Net Income \$260K, \$90K ahead of budget.
3. **Trading Income**

Retail trading income at end Q2 \$122K, \$6K ahead of budget.
4. **Total Income**

Overall revenue \$63K behind budget. BLERF activity.

Gross Profit \$65K behind budget.
5. **Total Expenses**

Total expenses under budget \$132K.

 - a. The organisation continues to be under financial control.
6. **Cash Funds**

At the end of Q2 of the 2021–22 Financial Year, Cash-on-Hand is the primary current asset \$408K (primarily due to BLERF first instalment payment)
7. **Balance Sheet**
 - a. A balance sheet is included as part of this report.

CONSOLIDATED – DECEMBER YTD VS BUDGET YTD

Consolidated - December YTD vs Budget YTD

| PROFIT & LOSS | 2021/2022 (YTD) | Budget | Budget Variance (\$) | Budget Variance (%) |
|--|--------------------|--------------------|----------------------|---------------------|
| Revenue | | | | |
| Retail Sales | \$121,794 | \$115,993 | \$5,801 | 5.00% |
| Ticket and Booking Income | \$1,811 | \$780 | \$1,031 | 132.21% |
| Partnership Income | \$540,503 | \$524,600 | \$15,903 | 3.03% |
| Mid Western Regional Council | \$352,279 | \$352,276 | \$3 | 0.00% |
| Grants & Other Income | \$112,146 | \$198,000 | -\$85,854 | -43.36% |
| Total Revenue | \$1,128,533 | \$1,191,649 | -\$63,116 | -5.30% |
| Cost of Sales | | | | |
| COGS Mudgee | \$59,056 | \$84,713 | -\$25,657 | -30.29% |
| COGS Partnership | \$6,427 | \$6,340 | \$87 | 1.38% |
| COGS Merchandise Sales G | \$269 | \$0 | \$269 | - |
| COGS Ticketing | \$3 | \$82 | -\$79 | -96.67% |
| COGS Merchandise Sales M - GST Free | \$27,186 | \$0 | \$27,186 | - |
| Total Cost of Sales | \$92,941 | \$91,135 | \$1,806 | 1.98% |
| Gross Profit | \$1,035,592 | \$1,100,514 | -\$64,922 | -5.90% |
| Expenses | | | | |
| Bank and Professional / Consultant Fees | \$25,776 | \$28,600 | -\$2,824 | -9.88% |
| Computer & IT Expenses | \$21,393 | \$13,170 | \$8,223 | 62.44% |
| Depreciation | \$11,850 | \$8,510 | \$3,340 | 39.25% |
| Partner Costs | \$5,737 | \$6,830 | -\$1,093 | -16.01% |
| Operating Costs | \$27,065 | \$18,598 | \$8,467 | 45.53% |
| Regional Marketing | \$125,228 | \$284,600 | -\$159,372 | -56.00% |
| Staff & Board Costs (not Salaries & Wages) | \$17,381 | \$16,500 | \$881 | 5.34% |
| Staff Wages & Salaries | \$360,245 | \$342,680 | \$17,565 | 5.13% |
| Magazine and Map | \$163,751 | \$170,479 | -\$6,728 | -3.95% |
| Total Expenses | \$758,426 | \$889,967 | -\$131,541 | -14.78% |
| Operating Profit | \$277,165 | \$210,547 | \$66,618 | 31.64% |
| Other Income | | | | |
| MWRC Reimbursement | \$392 | \$0 | \$392 | - |
| Other Expenses | | | | |
| Office Relocation | \$17,745 | \$40,000 | -\$22,255 | -55.64% |
| Earnings Before Interest & Tax | \$259,813 | \$170,547 | \$89,266 | 52.34% |
| Net Income | \$259,813 | \$170,547 | \$89,266 | 52.34% |

BALANCE SHEET – DECEMBER 2021

| BALANCE SHEET | Dec 2021 |
|--|------------------|
| ASSETS | |
| Cash & Equivalents | |
| Visa Debit Cards | \$2,427 |
| NAB 14-080-1731 | \$405,031 |
| NAB Savings Acc | \$540 |
| Total Cash & Equivalents | \$407,999 |
| Accounts Receivable | |
| Trade Debtors | \$3,991 |
| Trade Debtors - Sub Account | -\$2,195 |
| Total Accounts Receivable | \$1,797 |
| Inventory | |
| Stock On Hand Mudgee | \$40,929 |
| Stock on Hand - Consignment | \$778 |
| Stock on Hand Mudgee - GST Free | -\$671 |
| Total Inventory | \$41,036 |
| Other Current Assets | |
| ING Management Account | \$7 |
| Float | \$600 |
| Undeposited Funds | \$34,797 |
| Retail POS System Clearing Account | \$1,862 |
| Membership Fees Clearing Account | -\$246 |
| Prepayments [13505] | \$8,615 |
| 123Tix Ticket Sales | \$207 |
| FBT Prepayment | \$7,580 |
| Prepaid Aramex - Fastway | \$460 |
| Total Other Current Assets | \$53,882 |
| Total Current Assets | \$504,714 |
| Fixed Assets | |
| Motor Vehicle | \$53,227 |
| Accum Depn - Motor Vehicle | -\$27,902 |
| Plant & Equipment | \$53,556 |
| Accum Depn - Plant & Equipment | -\$19,457 |
| Office Equipment | \$13,876 |
| Accum Depn - Office Equipment | -\$2,084 |
| Furniture & Fittings @ Cost | \$57,027 |
| Accum Depn - Furniture & Fittings | -\$4,625 |
| Total Fixed Assets | \$123,619 |
| Investments or Other Non-Current Assets | |
| Intangible Asset - Web update | \$91,836 |
| Accum Depn - Intangible Assets | -\$48,011 |
| Total Investments or Other Non-Current Assets | \$43,825 |
| Total Non-Current Assets | \$167,444 |
| Total Assets | \$672,158 |
| LIABILITIES | |
| Accounts Payable | |
| Trade Creditors | \$37,807 |

| | Dec 2021 |
|---|------------------|
| Tax Liability | |
| PAYG Withholding Tax | \$17,230 |
| Other Current Liabilities | |
| Suspense [13600] | \$1,688 |
| GST | -\$196 |
| Superannuation Payable | \$6,942 |
| Rounding | \$0 |
| Conversion clearing account | \$66 |
| Accruals | \$11,635 |
| Rounding Adj Account | \$4 |
| Provision for Holiday Pay [25600] | \$34,462 |
| Countrylink Tickets | \$73 |
| Provision for Purchase of Consignment Stock | \$1,048 |
| Income in Advance - BLERF | \$156,750 |
| Total Other Current Liabilities | \$212,471 |
| Total Current Liabilities | \$267,508 |
| Other Non-Current Liabilities | |
| Chattel Mtg Liability(current) | \$12,053 |
| UnExp Int-Chattel Mtg Current | -\$375 |
| Provision for LSL [25602] | \$19,613 |
| Total Other Non-Current Liabilities | \$31,291 |
| Total Non-Current Liabilities | \$31,291 |
| Total Liabilities | \$298,799 |
| EQUITY | |
| Retained Earnings | |
| Retained Earnings | \$113,546 |
| Current Earnings | |
| Current Year Earnings | \$259,813 |
| Total Equity | \$373,359 |
| Total Liabilities & Equity | \$672,158 |

Item 8: Development

8.1 Planning Proposal Lot 1 DP130555, Lots 93, 94, 97 and 98 DP755426 and Lot 1 DP712926, 37, 39, 139 and 141 Calderwood Road, Rylstone

REPORT BY THE MANAGER, STRATEGIC PLANNING
TO 18 MAY 2022 ORDINARY MEETING
GOV400088, LAN900120, GOV400098

RECOMMENDATION

That Council:

- A. receive the report by the Manager, Strategic Planning on the Planning Proposal Lot 1 DP130555, Lots 93, 94, 97 and 98 DP755426 and Lot 1 DP712926, 37, 39, 139 and 141 Calderwood Road, Rylstone; and**
- B. exercise its delegation in the preparation of the amendment to the Mid-Western Regional Local Environmental Plan 2012 in relation to the rezoning of from RU1 Primary Production to R5 Large Lot Residential and change the minimum lot size from 40 and 100 hectares to either 2 or 5 hectares subject to the Opinion issued by Parliamentary Counsel.**

Executive summary

At Council's 17 February 2021 meeting, Council resolved to support the Planning Proposal and to forward it to the NSW Department of Planning and Environment (DPE) for a Gateway Determination. The Planning Proposal relates to, 37, 39, 139 and 141 Calderwood Road, Rylstone and proposes to rezone the land from RU1 Primary Production to R5 Large Lot Residential and reduce the minimum lot size from 40 and 100 hectares to either 2 or 5 hectares.

A conditional Gateway Determination was granted on 29 March 2021 and an Alteration was issued 16 December 2021. A copy of the Gateway Determination and Alteration is provided as Attachment 1.

Condition 1 of the Gateway Determination required that prior to the commencement of community consultation a revised Planning Proposal be resubmitted to DPE that addresses Condition 1(a) – (d).

A revised Planning Proposal which addressed this requirement was subsequently submitted and approved by DPE. Approval to proceed to public exhibition was received in January 2022, a copy of this is provided as Attachment 2. A copy of the amended Planning Proposal is provided as Attachment 3.

The Planning Proposal was placed on public exhibition on Friday 18 March 2022 until Friday 15 April 2022 in accordance with Gateway Determination Condition 2. One submission was received during

the exhibition period and one post. The matters raised are summarised and a staff comment provided in the body of the report.

The purpose of this report is to provide Council with a post exhibition report and to seek Council's approval to exercise its delegation in finalising the Planning Proposal.

Disclosure of Interest

Nil

Detailed report

Planning Proposals

Planning Proposal is a term used to describe the application and process of rezoning or making an amendment to a Local Environmental Plan (LEP). A Planning Proposal application is a document that explains the intended effect of the LEP amendment and provides a strategic justification for doing so. DPE has issued Local Environmental Plan Making Guideline, dated December 2021 to provide guidance and information on the process for preparing planning proposals.

The Gateway Process

DPIE is responsible for assessing Planning Proposals through the Gateway Process. Details of the Gateway Process are outlined in DPIE's A Guide to Preparing Local Environmental Plans.

Gateway Timeline

The following table summarises the key components of making an amendment to the Mid-Western Regional Local Environmental Plan 2012 and the progress of the current Planning Proposal through the various stages.

| Stage | Completed | Comment |
|---|-----------|---|
| Preparation of a Planning Proposal | | |
| Planning Proposal lodged with Council | ✓ | October 2020. |
| Staff Undertake Initial Assessment | ✓ | October 2020 – January 2021 |
| Council Decision to Support Proposal | ✓ | 17 February 2021 |
| Issue of Gateway Determination | | |
| Council Requests Gateway Determination | ✓ | 18 February 2021 |
| DPIE Issues Gateway Determination | ✓ | 30 March 2021 |
| Gateway Conditions Satisfied | ✓ | January 2022 |
| Consultation | | |
| Consultation with Relevant Agencies | ✓ | Agency consultation with: <ul style="list-style-type: none"> - Department of Planning, Industry and Environment – Water and Environmental Protection Authority. - Department of Planning, Industry and Environment – Environment, Energy and Science. - NSW Rural Fire Services. |
| Public Exhibition | ✓ | Friday 18 March 2022 – 15 April 2022. |
| Post-Exhibition Report to Council | ✓ | Planning Proposal Post Exhibition is being reported to 18 May 2022 meeting. |

| | | |
|---|--|--|
| Finalisation of the Planning Proposal | | |
| Council Exercises Delegation to Prepare LEP | | |
| Draft LEP by Parliamentary Council | | |
| Opinion Issued and LEP Made | | |

GATEWAY DETERMINATION

A conditional Gateway Determination was received on 26 March 2021 and included seven standard conditions. Condition 1(a) required a preliminary contamination investigation to be undertaken to address potential contamination to demonstrate that the subject land is suitable or can be made suitable for the proposed large lot residential use. The report was provided and the Planning Proposal was updated.

CONSULTATION

Community Consultation

Condition 2 of the Gateway Determination required Council to undertake community consultation with a public exhibition period of 28 days. During the public exhibition, one submission was received from a landowner within the locality, another submission was received from an adjoining landowner post the exhibition period. The matters and comments raised in the submissions are summarised below with a staff comment provided. The submissions are provided as Attachment 4.

| Matter/comment raised in the Submission | Staff comment |
|---|---|
| <i>Community Submissions</i> | |
| Potential future land use conflict | <p>The rezoning of the subject site and change in minimum lot size will result in additional dwellings and residents within the locality. Concern is raised regarding the potential new residents complaining about existing agricultural operations occurring within the vicinity of the subject site.</p> <p>If land use conflict between new residents and existing agricultural pursuits were to become a matter for concern in the future, once advised in writing, Council would investigate the matter. The investigation would involve (but is not limited too) determining if the established agricultural use is lawful. When a land use is lawful and operating in accordance with relevant controls, it is acknowledged when considering any complaint.</p> <p>Council has the opportunity to consider the Right to Farm Act 2019 and other relevant legislation depending on the potential nuisance.</p> |
| Preference of the 5 hectare over the 2 hectare minimum lot size to maintain the existing 'rural and semi-rural setting'. | <p>The Planning Proposal has been considered in accordance with Council's Comprehensive Land Use Strategy (CLUS), specifically parts B and C. Part C details the location of the future large lot residential land supply around Rylstone, this is visually displayed in Figure 3-3 Rylstone Town Structure Plan. The CLUS details the need for this</p> |

| | |
|--|--|
| | <p>supply of rural lifestyle lots. Part B outlines the methodology used to identify the most appropriate sites.</p> <p>It is acknowledged the introduction of rural lifestyle lots will create a change the locality. However, a considered methodology adopted by Council has determined the most appropriate location for this form of development.</p> |
| Reduced Privacy | <p>Future potential lots will be created at either 2 or 5 hectares. A lot of this area can achieve the minimum setbacks for development stipulated in Council's Development Control Plan. These setbacks have been determined to maintain amenity for adjoining landowners.</p> |
| Rylstone reticulated water system is already at capacity. | <p>A Council water main is located within Calderwood Road at the northern end of the site, as previously highlighted, Council will not connect any future lots with a minimum lot size of 2 hectares (or greater) to Council's reticulated water system due to various operating challenges including maintaining water quality to properties.</p> <p>Council has previously received advice from the Department of Primary Industries – Office of Water (DPI – Office of Water) in relation to water supply volumes and source. The DPI – Office of Water publication 'How much water do I need for my rural property' stipulates the required water volumes for rural properties, including rural lifestyle properties. Previous experience in considering water supply for rural lifestyle lots has demonstrated that. in this region with rainfall volumes, roof rainwater catchment is not of a sufficient volume to satisfy the required volumes, therefore a secondary source is required.</p> <p>In previous rural lifestyle proposals, a community bore scheme or the creation of lots of a greater size to accommodate individual bores were explored. Lots with a minimum lot size of 5 hectares can generally achieve the required bore buffers/setbacks to onsite sewerage disposal management systems.</p> |
| Communication between landowners of the development site. | <p>The submissions outline discussions between neighbours and the current landowners of the development site. This is not a matter for consideration by Council.</p> |
| Potential future increase in traffic. | <p>Two concept plans were submitted with the Planning Proposal. Any future development application will include a subdivision plan. Future traffic generated from the development and traffic impact will be considered by Council's Development Engineer in the assessment of the development application.</p> |

Agency Consultation

In accordance with Condition 1(b), (c) and 3, the Planning Proposal was referred to the Department of Planning, Industry and Environment – Water and Environmental Protection Authority, the Department of Planning, Industry and Environment – Environment, Energy and Science and the NSW Rural Fire Services.

A submission was received from Biodiversity, Conservation and Science Directorate of the Department of Planning, Industry and Environment. The submission provides guidance for any future subdivision of the site, the *Biodiversity Conservation Act 2016 and Biodiversity Conservation Regulation 2017* (section 7.1) will apply. A copy of this submission is provided as Attachment 5.

FINALISATION OF PLANNING PROPOSAL

The recommendation of staff is to proceed with the finalisation of the Planning Proposal. This will involve drafting LEP provisions and amending maps.

Draft LEP

Included, as part of the Gateway Determination is a written Authorisation to Exercise Delegation of the Minister's functions under Section 3.36 (previously Section 59) of the *Environmental Planning and Assessment Act 1979*. The documentation will be forwarded to the Office of Parliamentary Counsel to draft the amendment to the LEP and seek an Opinion that the plan may be made. A copy of the request will be forwarded to DPIE – Western Region. Following the receipt of the Opinion, a request that the LEP amendment be notified will be made.

Community Plan implications

| Theme | Looking After Our Community |
|----------|---|
| Goal | Vibrant towns and villages |
| Strategy | Make available diverse, sustainable, adaptable and affordable housing options through effective land use planning |

Strategic implications

Council Strategies

Mid-Western Regional Comprehensive Land Use Strategy, August 2010.

Council Policies

The steps involved towards the notification of the Planning Proposal will not require any change to relevant policies.

Legislation

The Planning Proposal has been considered in accordance with Division 3.4 Environmental Planning Instruments - LEPs (previously Division 4) Local Environmental Plans of the *Environmental Planning and Assessment Act 1979* and the *Mid-Western Regional Local Environmental Plan 2012*.

Financial implications

Nil

Associated Risks

If Council does not wish to proceed with finalisation of the Planning Proposal, it can withdraw its support at this stage in the Gateway Process. Council would be required to formally resolve not to proceed with the Planning Proposal and advise the landowners and DPE accordingly.

SARAH ARMSTRONG
MANAGER, STRATEGIC PLANNING

ALINA AZAR
ACTING DIRECTOR DEVELOPMENT

26 April 2022

Attachments:

1. Gateway determination and alteration. (separately attached)
2. Confirmation to proceed to public exhibition. (separately attached)
3. Planning proposal. (separately attached)
4. Community submissions. (separately attached)
5. Biodiversity, Conservation and Science, Department of Planning and Environment submission. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

8.2 Events Assistance Period 1 - 2022/23

REPORT BY THE EVENTS COORDINATOR

TO 18 MAY 2022 ORDINARY MEETING

GOV400088, ECO800009, GOV400098

RECOMMENDATION

That Council:

1. receive the report by the Events Coordinator on the Events Assistance Period 1 - 2022/23;
2. provide Events Assistance to the below applicants (includes cash and in-kind amounts) for Period 1, July – December 2022;

| | |
|--------------------|--------|
| Mudgee Bridge Club | \$500 |
| NSW PSSA Softball | \$1500 |

3. provide multi-year Events Assistance funding to the below applicants (includes cash and in-kind amounts) for the period 1 of 2022, 2023 and 2024;

| | 2022 | 2023 | 2024 |
|--------------------------|--------|--------|--------|
| Mudgee Gulgong Wolves FC | \$2000 | \$2000 | \$2000 |
| Mudgee Race Club | \$2000 | \$2000 | \$2000 |

4. approve the transfer of allocated funds for the below events from Period 1 2021/22 to Period 1 2022/23, if the same event is to be held in 2022/23, due to the cancellation of these events impacted by COVID-19;

| | Cash | In-Kind |
|------------------------------|---------|---------|
| Gulgong Swap Meet | \$2,000 | - |
| NSW PSSA Rugby Championships | - | \$2,500 |
| Mudgee Junior Rugby League | - | \$1,174 |

5. approve \$2,500 of funds provided by Council in 2021 towards Cudgegong Cruisers bi-annual event not be requested to be returned and funding is to be rolled over into the 2023 event due to event not taking place.

| | Cash | In-Kind |
|--------------------|---------|---------|
| Cudgegong Cruisers | \$1,000 | \$1,500 |

Note a number of events are scheduled to take place in the same period with funds approved under multi-year funding or previous approved funds transferred from events that were cancelled due to COVID in the previous period.

Executive summary

This report considers applications for Events Assistance under Council's Events Assistance Policy. It relates to 4 new applications in Period 1 (July – December 2022). A total of 4 complete applications were submitted.

This report also provides a recommendation to transfer funds that were previously approved for events that did not take place in Period 1, due to COVID-19 restrictions.

Disclosure of Interest

Nil

Detailed report

Council's Events Assistance Program is designed to assist local community events that benefit the local economy and attract visitors to the Region. A maximum of \$2,500 per event per year is recommended. Under this program, the highest priority should be for events which:

1. Attract the largest number of visitors to the Region; and
2. Extend the duration of visitation to the Region (i.e. occur over a number of days).

A summary of requests and recommendations can be found in Attachment 1. Full applications for each event can be found in Attachment 2.

Mudgee Bridge Club

2022 Mudgee Bridge Club Congress will be held on the 12th and 13th of November in the Main Pavilion, AREC. The proposed event has an expected attendance of 200 players (both local and visiting) over the 2 days. \$1,000 of cash support is requested to cover the cost of venue hire and support event operations. It is recommended that if Council wishes to support the event in 2022 the recommended amount of funding based on the scoring scale is \$500 of cash assistance. Council has previously supported the event (2017, 2018, 2019), with \$500 in Events Assistance Funding.

NSW PSSA Boys Softball

The proposed event is to host the 2022 NSW PSSA Boys Softball Championships in August. The three day event has an expected attendance of 300, with school sporting teams competing for the NSW PSSA State Title. \$2,500 of in-kind support is requested to contribute to the cost of venue hire, (Westend ground hire and waste delivery \$1,343). It is recommended that if Council wished to support the event in 2022 the recommended amount of funding based on the scoring scale is up to \$1,500.

MULTI-YEAR FUNDING

Mudgee Gulgong Wolves Mudgee Masters

The proposed event is a fun and friendly over 35s 11v11 football tournament to be played on 17 - 18th Sept 2022 at Glen Willow Sports Stadium with an expected attendance of 350, made up of locals and visitors over the 2 days. \$2,500 has been requested to contribute to the cost of the hire of Glen Willow Stadium (two day hire of Stadium, Field 2 and Soccer/Touch Amenities \$2,872). It is recommended that if Council wishes to support the event in 2022, 2023 & 2024 the recommended amount of funding based on the scoring scale is \$2,000 of in-kind assistance. Council previously supported the event in 2019 with in-kind assistance to cover venue hire of Glen Willow \$2,344.

Mudgee Race Club Mudgee Cup

The proposed event is the annual Mudgee Cup, with an expected attendance of 3,000 spectators made up of locals and visitors. \$2,500 of support is requested made up of \$2000 in cash to contribute to the cost of advertising and \$500 in-kind for Traffic Personnel. It is recommended that if Council wishes to support the event in 2022, 2023 & 2024 the recommended amount of funding based on the scoring scale is \$2,000 of cash assistance. Council supported the event in 2019 & 2021, with \$2,000 in Events Assistance Funding.

A number of events have previously received multi-year funding for this assessed period or previous approved funds transferred from events that were cancelled due to COVID in the previous period:

| | Cash | In-kind | Multi-Year |
|------------------------------------|---------------|---------------|------------|
| Small Farm Field Days | \$2500 | | Yes |
| Rylstone Street Feast | \$741 | \$1759 | Yes |
| Mudgee Junior Rugby League | | \$1174 | |
| Mudgee Veterans Week | \$500 | | |
| Sculptures in the Garden | \$2500 | | |
| Gardens of Mudgee | \$1000 | | |
| Mudgee Running Festival | | \$2500 | Yes |
| Gulgong Swap Meet | \$2000 | | |
| NSW PSSA Event Rugby Championships | | \$2500 | |
| Gulgong Polocrosse Carnival | \$672 | \$328 | Yes |
| Totals | \$9913 | \$8261 | |

Cancelled events Period 1 – 2022/23

It is recommended to approve the transfer of allocated funds for the below event who have received multi-year funding for Events Assistance, from Period 1 2022/23 to extend funding by 1 additional year, if the same event is to be held in subsequent years, due to the cancellation of these events impacted by COVID-19;

Mudgee Motorfest

Cudgegong Cruisers bi-annual event was allocated \$2,500 of funds in cash by Council towards the event in 2021. This funding was released to the organiser, however the event did not proceed due to COVID-19. The Cudgegong Cruisers have again decided to not proceed with their event as planned for 2022 and have requested the funds remain with them for 2023. It is recommended that the monies are not requested to be returned and funding is to be rolled over into the 2023 event.

The Events Assistance scoring system below was used to score applications against set criteria.

LOCAL COMMUNITY/VOLUNTEER PARTICIPATION IN EVENT

SCORE DEFINITIVE ANSWERS VALUE JUDGEMENT

| | | |
|---|----------------|--|
| 0 | Unsatisfactory | No or limited local community/volunteer participation or impact (<500 residents) |
| 1 | Poor | Community/volunteer participation or local benefits impacting (500 to 1,000 residents) |
| 2 | Satisfactory | Community/volunteer participation or local benefits impacting between (1,000 to 2,000 residents) |
| 3 | Good | Direct community/volunteer involvement or local benefits impacting (>2,000 residents) |

CAPACITY TO ENSURE EVENT CONTINUES AND DEVELOPS IN THE FUTURE

SCORE DEFINITIVE ANSWERS VALUE JUDGEMENT

| | | |
|---|----------------|--|
| 0 | Unsatisfactory | First time event being held, no plans outlined in application, unclear capacity to deliver event |
| 1 | Poor | Limited event history (year one), limited plans outlined in application |

| | | |
|---|--------------|---|
| 2 | Satisfactory | Event is at least two years old, appropriate planning |
| 3 | Good | Well-established event with detailed planning for the future outlined |

ECONOMIC ACTIVITY GENERATED FROM EVENT

| SCORE | DEFINITIVE ANSWERS | VALUE JUDGEMENT |
|-------|--------------------|--|
| 0 | \$0-\$25K | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |
| 2 | \$25K-\$50K | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |
| 4 | \$50K-\$100K | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |
| 6 | \$100K-\$150K | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |
| 8 | \$150K-\$200K | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |
| 10 | \$200K-\$250K | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |
| 12 | \$250K-\$300K | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |
| 14 | \$300K+ | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |

ADDITIONAL POINTS IN-KIND REQUESTS

| SCORE | VALUE JUDGEMENT |
|-------|--|
| 10 | All events requesting 100% in-kind assistance receive 10 bonus points. Noting only up to cost of in-kind services will be funded |

Attachment 1 outlines the requests and recommendations for funding.

Community Plan implications

| | |
|--------------|---|
| Theme | Building a Strong Local Economy |
| Goal | An attractive business and economic environment |
| Strategy | Promote the Region as a great place to live, work, invest and visit |

Strategic implications

Council Strategies

Applications for Events Assistance are required to have clear linkages to the Community Plan Towards 2030 outcomes. This includes promoting the region as a great place to live, work, invest and visit. By supporting events that provide opportunities for local and visitor attendance, this increases visitation to the region and provides social and economic benefits to the region.

Council Policies

Events Assistance Policy – applicants are required to meet the eligibility criteria of the policy including attracting visitors the region.

Legislation

The *Local Government Act 1993*, Section 356, states: (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

Financial implications

Funding of \$50,000 was provided in the 2022/23 Operational Plan for Events Assistance. Based on the scoring system above, the recommendation of staff is to provide \$6,000 in Events Assistance. An additional \$20,674 has been previously allocated through multi-year funding and from events previously approved but had events rescheduled due to COVID. This leaves a balance of \$23,326 in Events Assistance.

Associated Risks

If Council does not support these events, there is a risk that they may not go ahead in the future or that they are held at another location and therefore, there is the potential of lost economic benefits to the Mid-Western Region.

There is also a risk that an applicant provides false or fraudulent information in order to benefit from the program. This risk is minimised by the clear and transparent policy, process for approval, and feedback requirements of the program.

JOANNA LINDSAY
EVENTS COORDINATOR

ALINA AZAR
ACTING DIRECTOR DEVELOPMENT

14 April 2022

Attachments: 1. Events Assistance Period 1 Applications. (separately attached)
2. Events Assistance Period 1 Summary of Applications. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

8.3 Events Assistance Period 2 - 2021/22

REPORT BY THE EVENTS COORDINATOR

TO 18 MAY 2022 ORDINARY MEETING

GOV400088, ECO800009

RECOMMENDATION

That Council:

1. **receive the report by the Event Coordinator on the Events Assistance Period 2 - 2021/22;**
2. **provide Events Assistance to the below applicant (includes cash and in-kind amounts) for Period 2, January – June 2022;**

| | |
|----------------|---------------|
| Cementa | \$2000 |
|----------------|---------------|

Executive summary

This report considers an application for Events Assistance under Council's Events Assistance Policy. It relates to 1 event in Period 2 (January – July 2022). The application was submitted to Community Grants, but was passed to Events Assistance as it is a proposed major event in the region.

Disclosure of Interest

Nil

Detailed report

Council's Events Assistance Program is designed to assist local community events that benefit the local economy and attract visitors to the Region. A maximum of \$2,500 per event per year is recommended. Under this program, the highest priority should be for events which:

1. Attract the largest number of visitors to the Region; and
2. Extend the duration of visitation to the Region (i.e. occur over a number of days).

A full application for the event can be found in Attachment 1, noting the application is a Community Grants application.

Cementa

The proposed event is to host the 5th Cementa bi-annual Festival, to be held May 20-24th 2022. The festival engages local residents and groups with visiting and local artists to make artworks. The four day festival has an expected audience of up to 2000 people made up of locals and visitors from outside the Mid-Western Region. \$5,000 of support is requested made up of \$1,356 in-kind (Kandos Community Hall hire \$776 and bin delivery \$580) and \$3,644 cash to contribute to the cost of running the event. It is recommended that if Council wishes to support the event in 2022 the recommended amount of funding based on the scoring scale is \$2,000. Council supported the event in 2019 with \$1,326 in support.

Note the application for Cementa was received outside the application period.

The Events Assistance scoring system below was used to score applications against set criteria.

LOCAL COMMUNITY/VOLUNTEER PARTICIPATION IN EVENT

| SCORE | DEFINITIVE ANSWERS | VALUE JUDGEMENT |
|-------|--------------------|--|
| 0 | Unsatisfactory | No or limited local community/volunteer participation or impact (<500 residents) |
| 1 | Poor | Community/volunteer participation or local benefits impacting (500 to 1,000 residents) |
| 2 | Satisfactory | Community/volunteer participation or local benefits impacting between (1,000 to 2,000 residents) |
| 3 | Good | Direct community/volunteer involvement or local benefits impacting (>2,000 residents) |

CAPACITY TO ENSURE EVENT CONTINUES AND DEVELOPS IN THE FUTURE

| SCORE | DEFINITIVE ANSWERS | VALUE JUDGEMENT |
|-------|--------------------|--|
| 0 | Unsatisfactory | First time event being held, no plans outlined in application, unclear capacity to deliver event |
| 1 | Poor | Limited event history (year one), limited plans outlined in application |
| 2 | Satisfactory | Event is at least two years old, appropriate planning |
| 3 | Good | Well-established event with detailed planning for the future outlined |

ECONOMIC ACTIVITY GENERATED FROM EVENT

| SCORE | DEFINITIVE ANSWERS | VALUE JUDGEMENT |
|-------|--------------------|--|
| 0 | \$0-\$25K | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |
| 2 | \$25K-\$50K | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |
| 4 | \$50K-\$100K | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |
| 6 | \$100K-\$150K | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |
| 8 | \$150k-\$200K | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |
| 10 | \$200K-\$250K | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |
| 12 | \$250K-\$300K | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |
| 14 | \$300K+ | Number of visitors to the region x \$373 (if multi-day event) or \$107 (if single day) |

ADDITIONAL POINTS IN-KIND REQUESTS

| SCORE | VALUE JUDGEMENT |
|-------|--|
| 10 | All events requesting 100% in-kind assistance receive 10 bonus points. Noting only up to cost of in-kind services will be funded |

Attachment 1 outlines the requests and recommendations for funding.

Community Plan implications

| Theme | Building a Strong Local Economy |
|----------|---|
| Goal | An attractive business and economic environment |
| Strategy | Promote the Region as a great place to live, work, invest and visit |

Strategic implications

Council Strategies

Applications for Events Assistance are required to have clear linkages to the Community Plan Towards 2030 outcomes. This includes promoting the region as a great place to live, work, invest and visit. By supporting events that provide opportunities for local and visitor attendance, this increases visitation to the region and provides social and economic benefits to the region.

Council Policies

Events Assistance Policy – applicants are required to meet the eligibility criteria of the policy including attracting visitors the region.

Legislation

The *Local Government Act 1993*, Section 356, states: (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.

Financial implications

Funding of \$52,000 was provided in the 2021/22 Operational Plan for Events Assistance. \$25,873 has been allocated to events in the Period 1 & 2. Based on the scoring system above, the recommendation of staff is to provide \$2,000 in Events Assistance. An additional \$9,506 has been previously allocated through multi-year funding. This leaves a current balance of \$14,121 in Events Assistance.

Associated Risks

There is a risk that an applicant provides false or fraudulent information in order to benefit from the program. This risk is minimised by the clear and transparent policy, process for approval, and feedback requirements of the program.

JOANNA LINDSAY
EVENTS COORDINATOR

ALINA AZAR
ACTING DIRECTOR DEVELOPMENT

3 May 2022

Attachments: 1. Events Assistance Late Application Period 2 2021/22.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

COMMUNITY GRANTS



Application Form

APPLICANTS DETAILS

| | |
|----------------------|----------------|
| Name of Organisation | Cementa Inc |
| Contact Person | [REDACTED] |
| Address | [REDACTED] |
| Phone | [REDACTED] |
| Email | [REDACTED] |
| ABN | 37 127 491 296 |
| Bank Account Name | [REDACTED] e. |
| BSB | [REDACTED] |
| Account Number | [REDACTED] |

PROJECT / ACTIVITY DETAILS

| | | |
|--------------------------------------|--|------------------------|
| Name of Project / Activity | Council support for Cementa Festival | |
| Amount of funding requested | \$ 5,000.00 | |
| Start and Finish date | START (click to tick) | FINISH (click to tick) |
| | 17/5/22 | 24/5/22 |
| Briefly, describe Project / Activity | <p>We are asking council to support the delivery of our 5th Cementa Festival which engages local residents and groups with visiting and local artists to make artworks for this four day festival. We have over 40 artists with works involving over 12 local community groups and approximately 50 local people that will garner an audience of up to 2000 visitors from Sydney</p> | |



ADDRESS CRITERIA

How will your project benefit the Mid-Western Region Community?

(Note: limited number of characters)

Cementa Festival is a biennial festival that brings together over 50 regional and urban artists for a four-day celebration of Australian contemporary art and community in the small town of Kandos that hosts it. This is done through the exhibition of video, installation, sound, performance, painting and sculptural artworks in venues and locations across the town and surrounds. Venues include shopfronts, the scout hall, local museum and community centre, the golf course, front yards and public parks, and this year we will run community markets. Taking its regional situation as its focus, Cementa celebrates the rich diversity of voices that can be heard within our arts communities. Businesses large and small, community groups and educational institutions within the region all benefit through direct involvement, financial opportunities and a sense of community well-being.

What is the expected amount of resident participation?

(Please provide no. of estimated participants)

(Note: limited number of characters)

Estimated number of residents and out of town guests is 1,500 - 2000.

What level of consultation and collaboration with other local groups has your organisation undertaken?

(ie what other local community groups are or will be involved in this project?)

(Note: limited number of characters)

All projects associated with Cementa Festival are conducted with a high level of consultation with local community groups, business owners and stakeholders. This festival involves partnerships with Wiradjuri Center, Museum, Krr Radio Station, Country Womens Association, Kandos High School and Primary School, RSCC, Henbury Golf Club, Scouts, Catholic Church, Community Charity Shop, Kandos Kids and Carers and more. We also have ongoing relationships with Barnardos, Rylstone-Kandos Business Group and Rotary Club.

Outline your organisation's capacity to deliver the Project / Activity OR describe previous experiences.

(Note: limited number of characters)

Cementa Inc has 10 years of experience in delivering its four day festival. A team of 15 professionals and volunteers are working together to deliver the event on a limited budget. Their roles vary from project management and artist/community liaison to preparatory work, curation, production design and marketing strategy/development and delivery.

COMMUNITYGRANTS

| | | |
|----------------|---|-------------|
| Project Income | Community Grant (amount sought from Council) | \$ 5,000.00 |
| | Expected Sales Revenue i.e. Entry Fee, Membership Sales | \$ 0.00 |
| | Other Income | |
| TOTAL INCOME | | \$ 5,000.00 |

List proposed cash expenditure (provide copies of quotes for equipment)

| | | |
|-------------------------|--|-------------|
| Project Expenditure | Hire of Community Hall from MWRC (reimburse) | \$ 776.00 |
| | Hire of 15 x rubbish bins from MWRC for Angus Avenue (waive) | \$ 580.00 |
| | Hire of 2 x Portaloos - Coates 7 day Hire fixed rate @ \$225 per loo | \$ 450.00 |
| | Print promotional material (program, maps, induction information) | \$ 1,994.00 |
| | Soup kitchen for volunteers x 4 days @ \$250 per day; Water \$50 | \$ 1,050.00 |
| | CWA Hall Hire (reimburse) | \$ 150.00 |
| TOTAL EXPENDITURE | | \$ 5,000.00 |
| TOTAL SURPLUS / DEFICIT | | \$ 0.00 |

If positive or surplus budget, please provide further details/explanation what this surplus will be used for.

(Note: Unspent grants >\$200 will be required to be returned to MWRC)

FINANCIAL DETAILS

| | YES (click to tick) | NO (click to tick) |
|---|----------------------------------|-----------------------|
| Is your group/organisation Incorporated? | <input checked="" type="radio"/> | <input type="radio"/> |
| Have you registered for Goods & Services Tax (GST) purposes? | <input checked="" type="radio"/> | <input type="radio"/> |
| Do you have an Australian Business Number (ABN)? Note: If you do not have an ABN please attach a 'Statement by Supplier' form | <input checked="" type="radio"/> | <input type="radio"/> |

COMMUNITY GRANTS

Has your organisation/group previously received a Community Grant from Council?

YES (click to tick)



NO (click to tick)



If yes, please advise date and amount

DATE / YEAR

2019

AMOUNT

\$ 1,326.00

Did your group return the acquittal form?

YES (click to tick)



NO (click to tick)



Closing bank balance from the most recent bank statement or treasurer's report

Comment on cash set aside for specific projects (optional)

APPLICATION CHECKLIST

If the following are not attached with the application, this may result in the application not being considered.

A copy of the group's/organisation's most recent bank statement or treasurer's report

YES



SUPPLIED? (click to tick)

NO



A copy of the group's/organisation's public liability insurance



Where the group intends to purchase equipment, a copy of the quote/s obtained



Where the groups/organisations does not have an ABN, 'Statement by Supplier' is required



If your group is not incorporated, please supply a letter from your auspicing body



AUTHORISATION OF APPLICANT

Name

Position

Date

15/04/22



I confirm that the information contained in the application form and within the attachments are true and correct.



I confirm that this application has been submitted with the full knowledge and support of the applicant.



I acknowledge the Community Grants Program acquittal requirements and understand that surplus funds may be required to be returned to Council.



I am aware that this application will be reproduced in the Council Business Paper, and authorise public release of information provided.



SUBMIT YOUR APPLICATION

EMAIL: After you complete this digital form, please save it to your computer and email to council@midwestern.nsw.gov.au

DELIVER TO: Customer Service Locations

86 Market Street
MUDGEE

109 Herbert Street
GULGONG

77 Louee Street
RYLSTONE

MAIL TO: Mid-Western Regional Council
Attn: Finance Department
PO Box 156
MUDGEE NSW 2850

SUBMIT ONLINE

COMMUNITY GRANTS POLICY

PRINT MY APPLICATION



8.4 Monthly Development Applications Processing and Determined

REPORT BY THE MANAGER, PLANNING
TO 18 APRIL 2022 ORDINARY MEETING
GOV400088, A0420109, GOV400098

RECOMMENDATION

That Council receive the report by the Manager Planning on the Monthly Development Applications Processing and Determined.

Executive summary

The report presented to Council each month is designed to keep Council informed of the current activity in relation to development assessment and determination of applications.

Disclosure of Interest

Nil

Detailed report

Included in this report is an update for the month of April 2022 Development Applications determined and Development Applications processing. The report will detail:

- Total outstanding development applications indicating the proportion currently being processed and those waiting for further information.
- Median and average processing times for development applications.
- A list of determined development applications.
- Currently processing development applications and heritage applications.
- Variations to the Mid-Western DCP.

Community Plan implications

| Theme | Looking After Our Community |
|----------|---|
| Goal | Vibrant towns and villages |
| Strategy | Maintain and promote the aesthetic appeal of the towns and villages within the Region |

Strategic implications

Council Strategies

Not applicable

Council Policies

Not applicable

Legislation

Not applicable

Financial implications

Not applicable

Associated Risks

Not applicable

LINDSAY DUNSTAN
MANAGER, PLANNING

ALINA AZAR
ACTING DIRECTOR DEVELOPMENT

02 MAY 2022

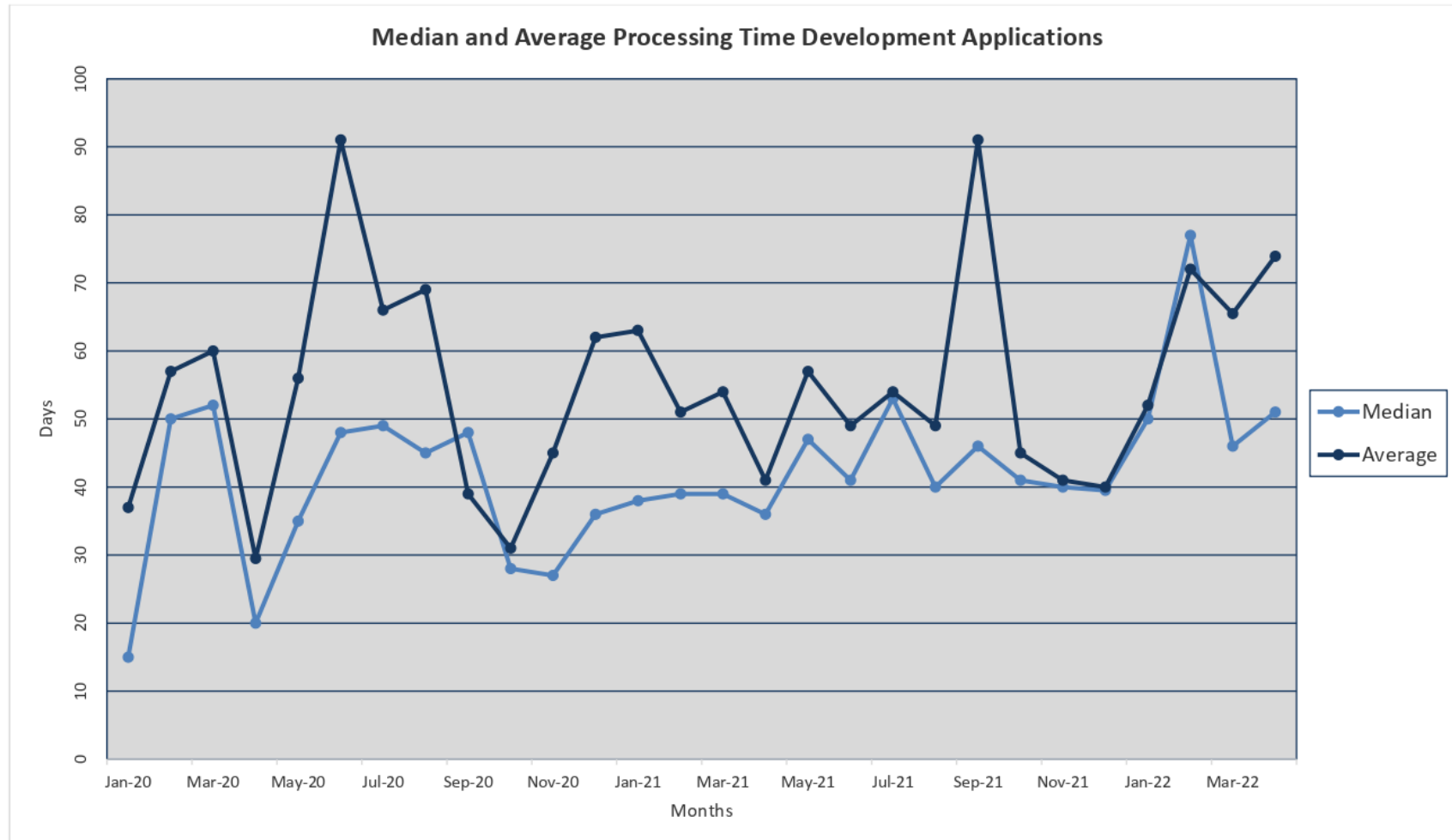
Attachments: 1. Monthly Development Applications Processing and Determined - April 2022.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

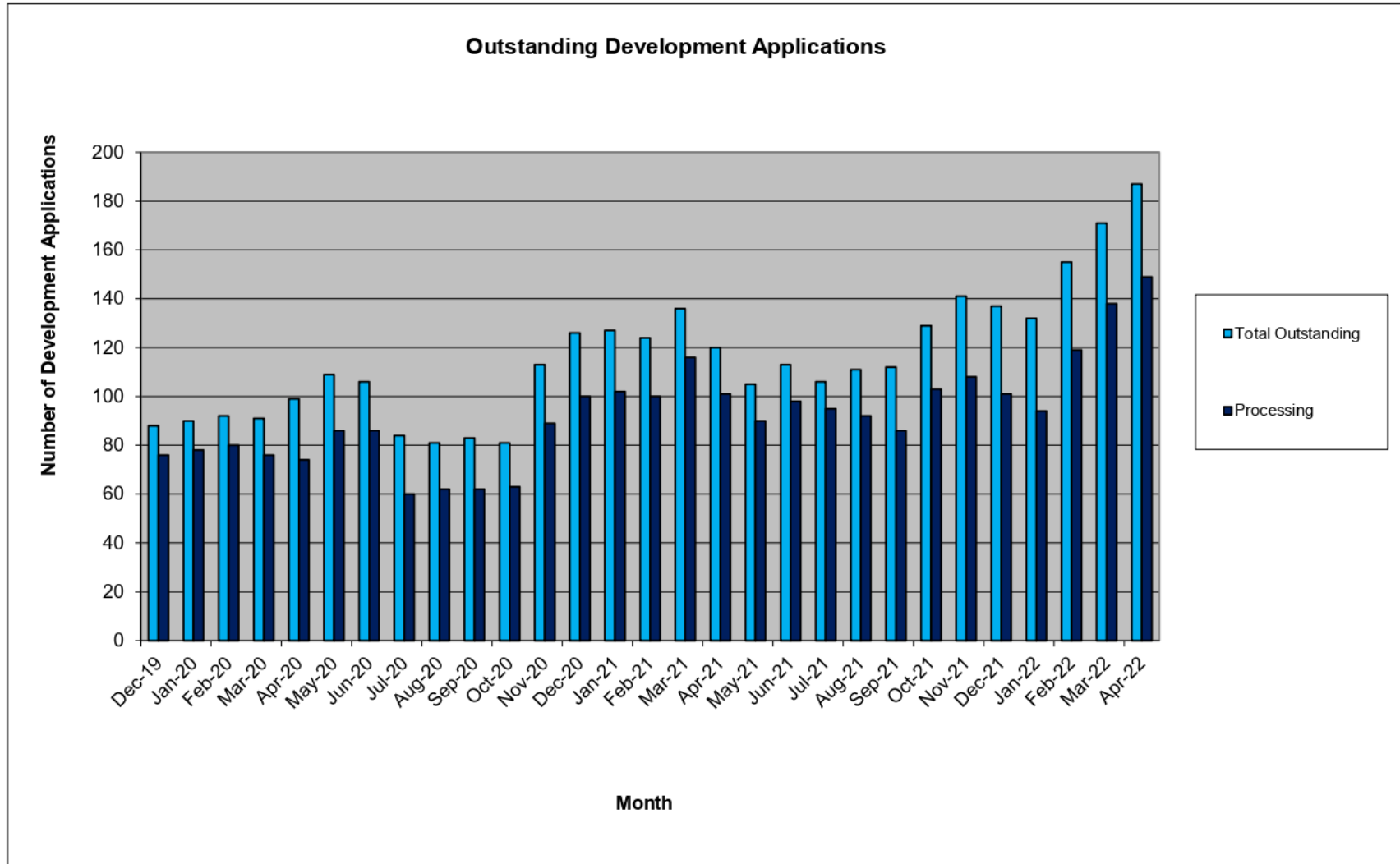
Monthly Development Application Processing Report – April 2022

This report covers the period for the month of April 2022. Graph 1 indicates the processing times up to 30 April 2022 with the month of April having an average of 73.9 days and a median time of 51 days.



Monthly Development Application Processing Report – April 2022

Graph 2 indicates the total number of outstanding applications, the number currently being processed and the number on “stop clock”.



Monthly Development Application Processing Report – April 2022

The Planning and Development Department determined 17 Development Applications either by Council or under delegation during April 2022.

Development Applications Determined – April 2022

| Appl/Proc ID | Description | House No | Street Name | Locality |
|--------------|-----------------------------|----------|---------------------|---------------|
| DA0023/2022 | Shed >150m2 | 14 | Harvey Street | BOMBIRA |
| DA0097/2022 | Dual Occupancy | 4 | Burrundulla Avenue | MUDGEE |
| DA0111/2022 | Demolition | 18 | Sydney Road | MUDGEE |
| DA0143/2022 | Subdivision - Torrens Title | 5043 | Wollar Road | WOLLAR |
| DA0146/2022 | Other (DA) | 1 | Sydney Road | MUDGEE |
| DA0160/2022 | Subdivision - Torrens Title | 1 | Louee Street | RYLSTONE |
| DA0186/2022 | Dwelling House | 211 | Wollar Road | BUDGEE BUDGEE |
| DA0200/2022 | Subdivision - Torrens Title | 846 | Ullamalla Road | ULLAMALLA |
| DA0227/2022 | Dwelling House | 10 | Robert Jones Street | MUDGEE |
| DA0239/2022 | Dwelling House | 166 | Lesters Lane | PIAMBONG |
| DA0259/2022 | Shed >150m2 | 8 | Sawpit Road | MUDGEE |
| DA0282/2022 | Dwelling House | 14 | Harvey Street | BOMBIRA |
| DA0323/2022 | Dwelling House | 21 | Fairydale Lane | MUDGEE |
| DA0324/2022 | Dwelling House | 23 | Fairydale Lane | MUDGEE |
| DA0332/2022 | Shed >150m2 | 32 | Douro Street | MUDGEE |
| DA0340/2022 | Dwelling House | 27 | Fairydale Lane | MUDGEE |
| DA0362/2022 | Dwelling House | 11 | Webster Street | BOMBIRA |

Monthly Development Application Processing Report – April 2022

Development Applications currently being processed – April 2022.

| Appl/Proc ID | Description | House No | Street Name | Locality |
|--------------|--|----------|---------------------|-------------|
| DA0214/2011 | Dwelling House | 663 | Castlereagh Highway | BURRUNDULLA |
| DA0327/2011 | Shed >150m2 | 23 | Horatio Street | MUDGEE |
| DA0102/2016 | Dwelling House | 705 | Windeyer Road | GRATTI |
| DA0343/2016 | Commercial Alterations/Additions | 137 | Ulan Road | PUTTA BUCCA |
| DA0266/2017 | Residential Shed | 3 | Cudgegong Street | RYLSTONE |
| DA0058/2018 | Fence | 1 | Dunphy Crescent | MUDGEE |
| DA0142/2018 | Subdivision - Torrens Title | 38 | Rifle Range Road | MUDGEE |
| DA0089/2019 | Change of use - Shed to habitable Dwelling | 2037 | Coxs Creek Road | RYLSTONE |
| DA0263/2019 | camping ground | 40 | Grevillea Street | GULGONG |
| DA0024/2021 | Subdivision - Community Title | 20 | Sydeny Road | MUDGEE |
| DA0087/2021 | Carport | 63 | Court Street | MUDGEE |
| DA0166/2021 | water storage facility | 51 | Oaklands Road | FROME |
| DA0199/2021 | Change of use - to Serviced Apartments | 1 | 1A Sydney Road | MUDGEE |
| DA0412/2021 | Other (DA) | 38 | Spring Flat Road | SPRING FLAT |
| DA0429/2021 | Dual Occupancy | 182 | Cudgegong Road | RYLSTONE |
| DA0434/2021 | Subdivision - Torrens Title | 2 | Stewart Street | KANDOS |
| DA0003/2022 | Subdivision - Torrens Title | 26 | Hone Creek Drive | CAERLEON |
| DA0006/2022 | Subdivision - Torrens Title | 26 | Hone Creek Drive | CAERLEON |
| DA0015/2022 | Subdivision - Torrens Title | 26 | Hone Creek Drive | CAERLEON |
| DA0093/2022 | Subdivision - Torrens Title | 26 | Hone Creek Drive | CAERLEON |
| DA0094/2022 | Dwelling House | 96 | Madeira Road | MUDGEE |
| DA0095/2022 | Facilities for Electric Vehicles | 27 | Mayne Street | GULGONG |
| DA0123/2022 | bed and breakfast accommodation | 226 | Melrose Road | MOUNT FROME |
| DA0130/2022 | Industrial Building | 3 | Wilkins Crescent | MUDGEE |
| DA0143/2022 | Subdivision - Torrens Title | 5043 | Wollar Road | WOLLAR |
| DA0157/2022 | Dwelling House | 361 | Old Grattai Road | ERUDGERE |
| DA0163/2022 | Subdivision - Strata Title | 39 | George Street | MUDGEE |
| DA0164/2022 | Change of use - to Retail Premises | 9 | Sydney Road | MUDGEE |
| DA0166/2022 | Subdivision - Torrens Title | 15 | Cainbil Street | GULGONG |
| DA0170/2022 | Other (DA) | 33 | Blain Road | CAERLEON |

Monthly Development Application Processing Report – April 2022

| | | | | |
|-------------|--|------|-----------------------|--------------|
| DA0178/2022 | Dual Occupancy | 21 | Robertson Street | MUDGEES |
| DA0182/2022 | Subdivision - Torrens Title | 50 | Burrundulla Road | BURRUNDULLA |
| DA0188/2022 | Dwelling House | 99 | Merinda Street | HARGRAVES |
| DA0189/2022 | Change of use - Shed to dwelling | 4 | 4A Avisford Court | MUDGEES |
| DA0190/2022 | Subdivision - Torrens Title | 150 | Gladstone Street | MUDGEES |
| DA0210/2022 | Demolition | 68 | Short Street | MUDGEES |
| DA0213/2022 | Dwelling House | 19 | Hughson Avenue | MUDGEES |
| DA0215/2022 | Dwelling House | 902 | Botobolar Road | BOTOBOLAR |
| DA0216/2022 | Dwelling House | 1858 | Cudgegong Road | CUDGEGONG |
| DA0218/2022 | Demolition | 1858 | Cudgegong Road | CUDGEGONG |
| DA0219/2022 | Garage | 1858 | Cudgegong Road | CUDGEGONG |
| DA0224/2022 | Other (DA) | 71 | Lions Drive | MUDGEES |
| DA0226/2022 | Garage | 12 | Wandoona Court | MUDGEES |
| DA0232/2022 | Subdivision - Torrens Title | 34 | Leconfield Drive | BOMBIRA |
| DA0233/2022 | Demolition | 58 | Pitts Lane | PUTTA BUCCA |
| DA0241/2022 | secondary dwelling | 257 | Melrose Road | MOUNT FROME |
| DA0243/2022 | Emergency Services/Bushfire Hazard Reduction | 3 | Garner Street | LUE |
| DA0244/2022 | Emergency Services/Bushfire Hazard Reduction | 41 | George Campbell Drive | BOMBIRA |
| DA0245/2022 | Shed >150m2 | 33 | Macquarie Drive | MUDGEES |
| DA0246/2022 | Retaining Wall | 2333 | Castlereagh Highway | GULGONG |
| DA0247/2022 | Ancillary Residential Development | 25 | Burrundulla Avenue | MUDGEES |
| DA0251/2022 | Subdivision - Torrens Title | 3 | Suttor Avenue | CAERLEON |
| DA0254/2022 | Subdivision - Torrens Title | 213 | Putta Bucca Road | PUTTA BUCCA |
| DA0255/2022 | business premises | 38 | Hill End Road | CAERLEON |
| DA0257/2022 | Shed >150m2 | 17 | Waterworks Road | MUDGEES |
| DA0260/2022 | Subdivision - Torrens Title | 151 | Robertson Street | MUDGEES |
| DA0262/2022 | Shed >150m2 | 210 | Green Gully Road | GREEN GULLY |
| DA0263/2022 | Alterations & Additions | 288 | Frog Rock Road | ST FILLANS |
| DA0264/2022 | Dwelling House | 1217 | Queens Pinch Road | QUEENS PINCH |
| DA0265/2022 | Dwelling House | 173 | Lowes Peak Road | ST FILLANS |
| DA0267/2022 | telecommunications facility | 20 | Robison Street | ULAN |
| DA0268/2022 | Subdivision - Torrens Title | 313 | Magpie Lane | GALAMBINE |
| DA0269/2022 | Change of use - Change of Trading Hours | 34 | Inglis Street | MUDGEES |

Monthly Development Application Processing Report – April 2022

| | | | | |
|-------------|--|------|----------------------|-------------|
| DA0270/2022 | Dual Occupancy | 64 | Inglis Street | MUDGEE |
| DA0271/2022 | Alterations and additions to industrial developmnt | 6 | Horatio Lane | MUDGEE |
| DA0272/2022 | Other (DA) | 11 | Belmore Street | GULGONG |
| DA0274/2022 | Dual Occupancy | 21 | Suttor Avenue | CAERLEON |
| DA0275/2022 | Dwelling House | 5 | Wurth Drive | BOMBIRA |
| DA0276/2022 | Dual Occupancy | 120 | Rocky Waterhole Road | MOUNT FROME |
| DA0277/2022 | Ancillary Residential Development | 15 | Mudgee Street | RYLSTONE |
| DA0279/2022 | secondary dwelling | 41 | Medley Street | GULGONG |
| DA0283/2022 | secondary dwelling | 124 | Bellevue Road | MUDGEE |
| DA0284/2022 | Ancillary Residential Development | 14 | Dunphy Crescent | MUDGEE |
| DA0286/2022 | Pergola | 21 | White Circle | MUDGEE |
| DA0288/2022 | Shed >150m2 | 10 | Robert Jones Street | MUDGEE |
| DA0290/2022 | Ancillary Residential Development | 783 | Henry Lawson Drive | EURUNDEREE |
| DA0291/2022 | secondary dwelling | 5 | Holleys Lane | GULGONG |
| DA0292/2022 | Dual Occupancy | 43 | Saleyards Lane | MUDGEE |
| DA0293/2022 | Alterations & Additions | 215 | Gladstone Street | MUDGEE |
| DA0294/2022 | Garage | 107 | Denison Street | MUDGEE |
| DA0295/2022 | Subdivision - Torrens Title | 25 | Rifle Range Road | MUDGEE |
| DA0296/2022 | farm building | 931 | Spring Flat Road | SPRING FLAT |
| DA0298/2022 | Subdivision - Strata Title | 32 | Melton Road | MUDGEE |
| DA0299/2022 | farm building | 2252 | Castlereagh Highway | GALAMBINE |
| DA0301/2022 | Dual Occupancy | 25 | Fairydale Lane | MUDGEE |
| DA0302/2022 | Shed >150m2 | 6 | Worobil Street | GULGONG |
| DA0307/2022 | Dual Occupancy | 15 | Goodlet Lane | MUDGEE |
| DA0308/2022 | Dual Occupancy | 5 | Suttor Avenue | CAERLEON |
| DA0309/2022 | Dual Occupancy | 4 | Goodlet Lane | MUDGEE |
| DA0310/2022 | Other (DA) | 6 | Wilkins Crescent | MUDGEE |
| DA0311/2022 | Dwelling House | 31 | McLachlan Street | KANDOS |
| DA0312/2022 | Subdivision - Torrens Title | 55 | Ilford Road | KANDOS |
| DA0313/2022 | Subdivision - Torrens Title | 194 | Hill End Road | CAERLEON |
| DA0314/2022 | Shed >150m2 | 26 | Scotts Lane | GULGONG |
| DA0315/2022 | semi-detached dwelling | 1858 | Cudgegong Road | CUDGEGONG |
| DA0316/2022 | secondary dwelling | 61 | Buchanan Street | KANDOS |

Monthly Development Application Processing Report – April 2022

| | | | | |
|-------------|-----------------------------------|------|---------------------|--------------|
| DA0317/2022 | Other (DA) | 44 | Davies Road | KANDOS |
| DA0319/2022 | Dwelling House | 251 | Cuthel Lane | BERYL |
| DA0320/2022 | Shed >150m2 | 232 | Wyoming Road | STUBBO |
| DA0321/2022 | Alterations & Additions | 973 | Spring Flat Road | SPRING FLAT |
| DA0322/2022 | secondary dwelling | 148 | Pipeclay Lane | BUDGEE BUDGE |
| DA0325/2022 | Dwelling House | 5 | Goodlet Lane | MUDGE |
| DA0326/2022 | Shed >150m2 | 25 | Henry Bayly Drive | MUDGE |
| DA0327/2022 | Dwelling House | 47 | Suttor Avenue | CAERLEON |
| DA0328/2022 | Dwelling House | 86 | Rissler Road | STUBBO |
| DA0329/2022 | Other (DA) | 19 | Sydney Road | MUDGE |
| DA0330/2022 | Dwelling House | 12 | Goodlet Lane | MUDGE |
| DA0331/2022 | Shed >150m2 | 1794 | Windeyer Road | WINDEYER |
| DA0333/2022 | Subdivision - Torrens Title | 1 | Railway Street | GULGONG |
| DA0334/2022 | Dual Occupancy | 4 | Suttor Avenue | CAERLEON |
| DA0335/2022 | Garage | 163 | Narrango Road | DABEE |
| DA0336/2022 | Shed >150m2 | 44 | Burrundulla Road | BURRUNDULLA |
| DA0337/2022 | Shed >150m2 | 17 | Buckaroo Road | BUCKAROO |
| DA0338/2022 | Dual Occupancy | 9 | Goodlet Lane | MUDGE |
| DA0339/2022 | Dwelling House | 310 | Castlereagh Highway | GULGONG |
| DA0341/2022 | Dwelling House | 59 | Snelsons Lane | GULGONG |
| DA0342/2022 | Shed >150m2 | 20 | Carwell Street | RYLSTONE |
| DA0343/2022 | Garage | 14 | Herbert Street | GULGONG |
| DA0344/2022 | Subdivision - Torrens Title | 49 | White Street | GULGONG |
| DA0345/2022 | Alterations & Additions | 86 | White Circle | MUDGE |
| DA0346/2022 | Dwelling House | 31 | Suttor Avenue | CAERLEON |
| DA0347/2022 | Ancillary Residential Development | 62 | Mudgee Street | RYLSTONE |
| DA0348/2022 | Dual Occupancy | 8 | Flinders Avenue | MUDGE |
| DA0349/2022 | Subdivision - Torrens Title | 26 | Hone Creek Drive | CAERLEON |
| DA0351/2022 | Dwelling House | 29 | Suttor Avenue | CAERLEON |
| DA0352/2022 | Shed >150m2 | 3 | Vera Court | MUDGE |
| DA0353/2022 | Other (DA) | 37 | Racecourse Road | GULGONG |
| DA0354/2022 | Alterations & Additions | 24 | Mealey Street | MUDGE |
| DA0355/2022 | Shed >150m2 | 59 | Snelsons Lane | GULGONG |

Monthly Development Application Processing Report – April 2022

| | | | | |
|-------------|-----------------------------|--------|---------------------|-------------|
| DA0356/2022 | farm building | 393 | Cope Road | GULGONG |
| DA0357/2022 | Dwelling House | 6 | Eleanor Dark Court | MUDGEE |
| DA0358/2022 | farm building | 221 | Stubbo Road | STUBBO |
| DA0361/2022 | Other (DA) | 131 | Buckaroo Road | BUCKAROO |
| DA0363/2022 | Alterations & Additions | 4665 | Hill End Road | HARGRAVES |
| DA0364/2022 | Dwelling House | 22 | Suttor Avenue | CAERLEON |
| DA0367/2022 | Alterations & Additions | 3 | Diana Drive | SPRING FLAT |
| DA0368/2022 | Dwelling House | 76 | Zimmeler Lane | GULGONG |
| DA0369/2022 | Dual Occupancy | 43 | Suttor Avenue | CAERLEON |
| DA0370/2022 | Shed >150m2 | 81 | Adams Lead Road | GULGONG |
| DA0371/2022 | Dwelling House | 11 | Goodlet Lane | MUDGEE |
| DA0372/2022 | Dwelling House | 195 | Lowes Peak Road | ST FILLANS |
| DA0373/2022 | Other (DA) | 391 | Brogans Creek Road | CLANDULLA |
| DA0374/2022 | Shed >150m2 | 32 | Bawden Road | MUDGEE |
| DA0376/2022 | Industrial Building | 38 | Hill End Road | CAERLEON |
| DA0377/2022 | Dual Occupancy | 433 | Kaludabah Road | PIAMBONG |
| DA0378/2022 | Other (DA) | 99 | Mount Pleasant Lane | BUCKAROO |
| DA0379/2022 | Dwelling House | 171 | Black Lead Lane | GULGONG |
| DA0380/2022 | secondary dwelling | 62 | Rodgers Street | KANDOS |
| DA0381/2022 | Shed >150m2 | 8 | Thomas Clark Place | MUDGEE |
| DA0383/2022 | Dwelling House | 43 | Webster Street | BOMBIRA |
| DA0384/2022 | Alterations & Additions | 39 | Mulgoa Way | MUDGEE |
| DA0385/2022 | Industrial Building | 32 | Burrundulla Road | BURRUNDULLA |
| DA0386/2022 | Shed >150m2 | 11 | Steel Drive | SPRING FLAT |
| DA0387/2022 | Dwelling House | 219 | Lowes Peak Road | ST FILLANS |
| DA0388/2022 | Subdivision - Torrens Title | 52 | Nicholson Street | MUDGEE |
| DA0389/2022 | Garage | 59 | Wyaldra Lane | COOKS GAP |
| DA0390/2022 | Subdivision - Torrens Title | 7 | Lovett Court | SPRING FLAT |
| DA0391/2022 | Secondary dwelling | 7 | McLachlan Street | KANDOS |
| DA0396/2022 | Subdivision - Torrens Title | 227 | Melrose Road | MOUNT FROME |
| DA0393/2022 | Educational Establishment | 70-76 | Court Street | MUDGEE |
| DA0394/2022 | Shed >150m2 | 65 | Drews Lane | HOME RULE |
| DA0397/2022 | Subdivision - Torrens Title | 1 to 3 | Short Street | KANDOS |

Monthly Development Application Processing Report – April 2022

Heritage Development Applications currently being processed – April 2022.

| Appl/Proc ID | Description | House No | Street Name | Locality |
|--------------|---|----------|------------------|-------------|
| DA0271/2011 | Alterations & Additions | 87 | Short Street | MUDGEE |
| DA0300/2019 | Demolition | 80 | Madeira Road | MUDGEE |
| DA0198/2021 | Change of use - Residential Flat to Serviced Apartments | 110 | Church Street | MUDGEE |
| DA0224/2021 | Commercial Alterations/Additions | 23 | Louee Street | RYLSTONE |
| DA0369/2021 | Alterations & Additions | 22 | Queen Street | GULGONG |
| DA0070/2022 | Dwelling House | 120 | Market Street | MUDGEE |
| DA0087/2022 | Demolition | 33 | Horatio Street | MUDGEE |
| DA0201/2022 | Garage | 74 | Gladstone Street | MUDGEE |
| DA0220/2022 | Dwelling House | 46 | George Street | MUDGEE |
| DA0234/2022 | Dwelling House | 64 | Lawson Street | MUDGEE |
| DA0238/2022 | Dwelling House | 30 | Robertson Street | MUDGEE |
| DA0297/2022 | Shed >150m2 | 11 | Market Street | MUDGEE |
| DA0300/2022 | Alterations & Additions | 41 | Cox Street | MUDGEE |
| DA0303/2022 | Other (DA) | 103 | Lawson Street | MUDGEE |
| DA0304/2022 | Dual Occupancy | 7 | Goodlet Lane | MUDGEE |
| DA0306/2022 | Subdivision - Strata Title | 34 | Court Street | MUDGEE |
| DA0318/2022 | signage | 115 | Market Street | MUDGEE |
| DA0350/2022 | Subdivision - Torrens Title | 74 | Inglis Street | MUDGEE |
| DA0365/2022 | Demolition | 30 | Meares Street | MUDGEE |
| DA0366/2022 | Change of use - Retail to Commercial Premises | 160 | Church Street | MUDGEE |
| DA0375/2022 | Alterations & Additions | 69 | Lawson Street | MUDGEE |
| DA0382/2022 | Dwelling House | 3 | Goodlet Lane | MUDGEE |
| DA0392/2022 | Secondary dwelling | 31 | Gladstone Street | MUDGEE |
| DA0395/2022 | Dual Occupancy | 151 | Wattlegrove Lane | LINBURN NSW |
| DA0398/2022 | Secondary dwelling | 15 | Mudgee Street | RYLSTONE |

Item 9: Finance

9.1 Community Grants Program - May 2022

REPORT BY THE ACCOUNTANT REPORTING & ANALYSIS
TO 18 MAY 2022 ORDINARY MEETING
GOV400088, FIN3000159, GOV400098

RECOMMENDATION

That Council:

1. **receive the report by the Financial Planning Coordinator on the Community Grants Program - May 2022;**
2. **provide financial assistance to the following applications in accordance with the criteria and guidelines of the Community Grants Policy; and**

| | |
|--|---------|
| Back to Gulgong Inc. | \$2,000 |
| Kanandah Retirement Ltd | \$2,459 |
| Mudgee Valley Writers | \$1,000 |
| The Business Concierge LTD | \$2,500 |
| Mudgee & District Kennel & Obedience Club Inc. | \$1,125 |
| Jarrold Emeny | \$1,000 |

3. **declined to provide financial assistance to the following applicants, for the reason provided in the report:**
 - **Cementa Inc.**
 - **Ilford Public School**

Executive summary

This report considers requests for financial assistance under Council's Community Grants Program Policy.

Provision is made in Council's Community Grants Program Policy to provide financial assistance to not-for-profit community-based organisations, groups and individuals that offer a significant contribution to community outcomes and goals as provided in the Towards 2030 Community Plan.

All applications were first reviewed for eligibility and then assessed by a panel of three staff against the following criteria relative to the amount of funding requested:

- Degree of benefit to the community aligned with the community plan.

- Level of consultation and collaboration with other local groups.
- Organisational capacity to deliver the program or project.

Even though an application meets the criteria it may be judged that there is not a significant enough benefit to the community in order to fund or fully fund the request. A summary of each application is shown below, together with panel recommendations.

| Applicant | Project/Activity | Funding Request \$ | Total Score out of 9 | Recommended Amount \$ |
|--|--|--------------------|----------------------|-----------------------|
| Back to Gulgong Inc. | Back to Gulgong 150th Anniversary | 2,000 | 8 | 2,000 |
| Kanandah Retirement Ltd | Northern Wing Construction | 4,918 | 8 | 2,459 |
| Mudgee Valley Writers | Much More Than Words photographic prompt writing competition | 2,000 | 6 | 1,000 |
| The Business Concierge LTD | Survivor Life Skills | 2,500 | 8 | 2,500 |
| Ilford Public School | Replacing driver reviver van at Ilford | 10,000 | - | 0 |
| Mudgee & District Kennel & Obedience Club Inc. | Annual Dog Show and Obedience Trails 2022 | 1,500 | 7 | 1,125 |
| Cementa Inc. | Council Support for Cementa Festival | 5,000 | - | 0 |
| Jarrold Emeny | University of Illinois Premier Camp | 3,000 | - | 1,000 |
| Total | | | | 10,084 |

Disclosure of Interest

Nil

Detailed report

The information provided below gives more detail on each application and the scoring against the policy criteria. Copies of all applications are provided as attachments to the report.

Back to Gulgong Inc.

Back to Gulgong Inc. requests \$2,000 for Back to Gulgong 150th Anniversary. Gulgong 150th anniversary was 2020 and received \$5,000 funding from council which was refunded in full due to event being cancelled because of COVID. 2021 event was also cancelled. This year they are planning a smaller event with family fun day on Saturday at Red Hill with colonial games and foot races for the kids as well as music and food stalls, and on Sunday Grant Colonial Ball will be held.

Link to Community Plan: 1.2.1 Respect and enhance the historic character of our Region and heritage value of our towns 1.4.1 Support programs which strengthen the relationships between the range of community groups, 1.4.2 Support arts and cultural development across the Region.

COMMUNITY GRANT CATEGORY

Community Grants Category - Community Events: Cap \$ 5,000

RECOMMENDATION:

\$2,000

The Panel scored the application as 8 and there appear to be significant benefits linked with the objectives of Councils Community Plan so the full amount requested was recommended.

Kanandah Retirement Ltd.

Kanandah Retirement Ltd requests \$4,918 for Northern Wing Construction. Kanandah is building a new wing of 11 residential rooms and undertaking an upgrade to the fire safety system throughout the whole facility. They are requesting funds to cover the cost of 2 aged care beds and mattresses which will be placed in the Isolation room in the event of an infectious disease outbreak.

Link to Community Plan: 1.1.2 Work with key partners and the community to lobby for effective health services in our Region 1.3.1 Provide infrastructure and services to cater for the current and future needs of our community, 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles.

COMMUNITY GRANT CATEGORY

Capital Grants Category: Cap \$25,000

RECOMMENDATION:

\$2,459

The Panel scored the application as 8 and there appears to be significant link to the Council Community Plan so 50% of the project cost was recommended.

Mudgee Valley Writers

Mudgee Valley Writers requests \$2,000 for Much More Than Words photographic prompt writing competition. In this entrants submit a story, article or poem to 250 words on any subject to be accompanied by a photo. The top twenty entries will receive a free copy of printed anthology, at the exhibition or photos and written submissions in August 2022.

Link to Community Plan: 1.4.2 Support arts and cultural development across the Region.

COMMUNITY GRANT CATEGORY

Community Grants Category - Community Events: Cap \$ 5,000

RECOMMENDATION:

\$1,000

The Panel scored the application as a 6 and so 50% of the requested amount was recommended.

The Business Concierge Ltd.

The Business Concierge LTD requests \$2,500 for Survivor Life Skills. The applicant provides programs to High Schools and Primary Schools in Mudgee, Kandos and Gulgong in order to teach Finance Literacy Skills, Interview and Employment and other Life Skills not covered in the School curriculum. There are 60 subjects Schools can choose from based on the needs of the School and students. The program for Schools has been run in the Mudgee Region for 15 years.

Link to Community Plan: 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles 3.3.2 Build strong linkages with institutions providing education, training and employment pathways in the Region.

COMMUNITY GRANT CATEGORY

Community Grants Category - Specific Program/ Project: Cap \$10,000

RECOMMENDATION:

\$2,500

The Panel scored the application as 8 and there appear to be significant benefits linked with the objectives of Councils Community Plan so the full amount requested was recommended.

Ilford Public School

Ilford Public School requests \$10,000 for replacing the driver revive van at Ilford. The applicants aim is to provide a food service van for the community and the committee to raise funds for the kids at the school. The van will also be available to other community organisations such as the Rural Fire Service & Country Women's Association to deliver good quality food to the community in need in the most effective way, in times of emergency and natural disasters such as fires.

RECOMMENDATION: \$0

The Community Grants Program eligibility criteria states that Council does not provide grants for programs that typically fall under the responsibility of another level of government. This is seen as a state highway and NSW transport responsibility and therefore would fall within the responsibility of the NSW State Government.

Mudgee & District Kennel & Obedience Club Inc.

Mudgee & District Kennel & Obedience Club Inc. requests \$1,500 (2,500 – 1,000 Bond) for Annual Dog Show and Obedience Trails 2022. The operation of the Annual Championship Dog Shows, Obedience and rally trails on 5th, 6th and 7th August at Victoria Park Gulgong. This is an annual event that has taken place on these grounds for more than 30 years, although they were forced by COVID19 to cancel the events in 2020 and 2021.

Link to Community Plan: 1.4.1 Support programs which strengthen the relationships between the range of community groups 3.1.1 Support the attraction and retention of a diverse range of businesses and industries, 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles.

COMMUNITY GRANT CATEGORY

Community Grants Category - Community Events: Cap \$ 5,000

RECOMMENDATION:

\$1,125

The Panel scored the application as 7 thus 75% of the requested amount was recommended. We removed \$ 1,000 from the original request as it was for Bond waver and the Community Grant's policy does not allow us to do it.

Cementa Inc.

Cementa Inc. requests \$5,000 for Council support for Cementa Festival. This festival engages local residents and groups with visiting and local artists to make artworks for this four day festival. They have over 40 artists with works involving over 12 local community groups and approximately 50 local people that will garner an audience of up to 2000 visitors from Sydney.

Link to Community Plan: 1.4.2 Support arts and cultural development across the Region 3.2.1 Promote the Region as a great place to live, work, invest and visit, 1.4.1 Support programs which strengthen the relationships between the range of community groups.

COMMUNITY GRANT CATEGORY

Community Grants Category - Community Events: Cap \$ 5,000

RECOMMENDATION:

\$0

No amount was recommended because support should be applied for under the Events assistance program. The cap for the Event assistance program is \$2,500.

Jarrold Emeny

Jarrold Emeny requests \$3,000 for University of Illinois Premier Camp. This is a college camp for potential elite student athletes at the University of Illinois in Chicago. The university has funded for the cost of the camp however the airfares to this opportunity present the main financial challenge. The applicant have received an invitation from the head coach to attend this event with all camp costs other than airfares to the university.

Link to Community Plan: 1.1.3 Support networks, program and facilities which promote health and wellbeing and encourage healthy lifestyles

COMMUNITY GRANT CATEGORY

Disability Representative Grants Category: Cap \$ 1,000

RECOMMENDATION:

\$1,000

The Panel recommended the maximum cap amount of \$ 1,000 for this application.

Community Plan implications

| Theme | Good Governance |
|----------|--|
| Goal | An effective and efficient organisation |
| Strategy | Pursue efficiencies and ongoing business improvement |

Strategic implications

Council Strategies

Not applicable

Council Policies

Recommendations are made under the Community Grants Program Policy

Legislation

In accordance with the Local Government Act 1993 Section 356 granting of financial assistance must be approved by a Council resolution.

Financial implications

Funding of \$110,000 is provided in the Operational Plan for financial assistance plus an additional budget of \$111,376 approved, which brings to the total of \$ 221,376. Out of which \$195,887 has already been allocated, leaving a balance of \$25,489. Based on the scoring system above, the recommendation of staff is to provide \$10,084 in financial assistance. Should Council approve the recommendations in the report, a balance of \$15,405 will remain.

Associated Risks

Not applicable

SUMEDHA UPRETI
ACCOUNTANT REPORTING & ANALYSIS

NEIL BUNGATE
ACTING CHIEF FINANCIAL OFFICER

24 January 2022

Attachments: 1. Community Grant Applications. (separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

9.2 Quarterly Budget Review - March 2022

REPORT BY THE FINANCIAL PLANNING COORDINATOR
TO 18 MAY 2022 ORDINARY MEETING
GOV400087, FIN300240, GOV400098

RECOMMENDATION

That Council:

1. **receive the report by the Financial Planning Coordinator on the Quarterly Budget Review - March 2022;**
2. **amend the 2021/22 Budget in accordance with the proposed variations as listed in the Quarterly Budget Review Statement attachment to this report; and**
3. **note the opinion of the Responsible Accounting Officer regarding the satisfactory financial position of Council.**

Executive summary

This report, with its incorporated attachment, makes up the March 2022 Quarterly Budget Review Statement of the 2021/22 Operational Plan. Proposed budget variations to the Budget with relevant financial implications are included in the attachment.

Disclosure of Interest

Nil

Detailed report

The Quarterly Budget Review Statement presents a summary of council's financial position at the end of each quarter. It is the mechanism whereby councillors and the community are informed of Council's progress against the operational plan and the last revised budget along with recommended changes and reasons for major variances.

Certification

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulation 2005:

It is my opinion that the attached Quarterly Budget Review Statement for Mid-Western Regional Council indicates that Council's projected financial position as at 30 June 2022 will be satisfactory, having regard to the projected estimates of income and expenditure for the 2021/22 financial year.

Community Plan implications

| Theme | Good Governance |
|----------|--|
| Goal | An effective and efficient organisation |
| Strategy | Prudently manage risks association with all Council activities |

Strategic implications

Council Strategies

The recommendation if approved will amend the 2021/22 Budget. In accordance with the Delivery Program 2017/22 a comprehensive Quarterly Budget Review reporting is required to be completed within two months of period end.

Council Policies

Not applicable

Legislation

Clause 203 of the Local Government (General) Regulation 2005 requires that:

1. Not later than 2 months after the end of each quarter (except the June quarter), the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the Council's revenue policy included in the operational plan for the relevant year, a revised estimate of the income and expenditure for that year.
2. A budget review statement must include or be accompanied by:
 - a. a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and
 - b. if that position is unsatisfactory, recommendations for remedial action.
3. A budget statement must also include any information required by the Code to be included in such a statement.

Financial implications

| Budget Year | Operating Performance Ratio | Own Source Revenue | Building & Infrastructure Renewal |
|--------------|-----------------------------|--------------------|-----------------------------------|
| 2021/22 | ✗ | ✓ | - |
| Future Years | ✗ | ✗ | ✓ |

Associated Risks

Not applicable

AMANDA COVER
FINANCIAL PLANNING COORDINATOR

BRAD CAM
GENERAL MANAGER

12 April 2022

Attachments: 1. Quarterly Budget Review - March 2022. (separately attached)

APPROVED FOR SUBMISSION:

NEIL BUNGATE
ACTING CHIEF FINANCIAL OFFICER

9.3 Monthly Budget Review - April 2022

REPORT BY THE ACCOUNTANT REPORTING & ANALYSIS
TO 18 MAY 2022 ORDINARY MEETING
GOV400087, FIN300315, GOV400098

RECOMMENDATION

That Council receive the report by the Accountant Reporting & Analysis on the Monthly Budget Review for April 2022.

Executive summary

This report provides Council with information on the progress of the 2021/22 capital works program at 30 April 2022.

Disclosure of Interest

Nil

Detailed report

Over the period of the financial year, Council has an opportunity to review and approve variances to the Budget. The attachment to this report provides the detailed information of recommended variations.

Community Plan implications

| Theme | Good Governance |
|----------|--|
| Goal | An effective and efficient organisation |
| Strategy | Prudently manage risks association with all Council activities |

Strategic implications

Council Strategies

Not applicable

Council Policies

Not applicable

Legislation

Clause 202 of the Local Government (General) Regulation 2005, states that the responsible accounting officer of a Council must:

- establish and maintain a system of budgetary control that will enable the council's actual income and expenditure to be monitored each month and to be compared with the estimate of Council's income and expenditure, and
- if any instance arises where the actual income or expenditure of the council is materially different from its estimated income or expenditure, report the instance to the next meeting of Council.

Financial implications

The budget variations proposed will impact the below financial ratios.

| Budget Year | Operating Performance Ratio | Own Source Revenue | Building & Infrastructure Renewal |
|--------------|-----------------------------|--------------------|-----------------------------------|
| 2021/22 | — | — | — |
| Future Years | — | — | — |

Associated Risks

Not applicable

SUMEDHA UPRETI
ACCOUNTANT REPORTING & ANALYSIS

NEIL BUNGATE
ACTING CHIEF FINANCIAL OFFICER

29 April 2022

Attachments: 1. Monthly Budget Review Attachment - April 2022.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



*Good
Government*

MONTHLY BUDGEW REVIEW – 30 APRIL 2022

ATTACHMENT 1 – CAPITAL
PROGRAM UPDATE

18 MAY 2022

MID-WESTERN REGIONAL COUNCIL
CORPORATE: FINANCE

■ ■ ■ ■ ■ TOWARDS 2030



1. CAPITAL WORKS PROGRAM

Summary of capital works program as at 30 APRIL 2022.

| | |
|-----------------|------------------|
| 26.82 M | 215 |
| Actual YTD | Capital Projects |
| \$65.88M | \$14.61M |
| Budget | Commitments |

| \$'000 | Current Annual Budget | Proposed Variations | Proposed Annual Budget | Actual YTD | Actual YTD/ Proposed Annual Budget | Commitments | Project Status |
|---|-----------------------------|------------------------|------------------------------|---------------|--|-------------|----------------------------|
| Looking after our Community | | | | | | | |
| BUSHFIRE RECOVERY - LARGE WATER TANKS (DRFA) | 6 | 0 | 6 | 6 | 100% | 0 | Project Scope |
| FIRE CONTROL CENTRE - CUDGEGONG COMMUNITY | 3,500 | (3,000) | 500 | 0 | 0% | 0 | Design |
| RURAL FIRE SERVICE - COOKS GAP STATION (CAPITAL) | 50 | (22) | 28 | 6 | 22% | 21 | Consultation |
| RURAL FIRE SERVICE - LUE STATION (CAPITAL) | 120 | (91) | 29 | 0 | 0% | 0 | Consultation |
| RURAL FIRE SERVICE - WATER TANK MAINTENANCE | 15 | 0 | 15 | 0 | 0% | 0 | Consultation |
| MUDGEE POUND UPGRADE - RENOVATION & EXTENSION | 245 | (160) | 85 | 62 | 73% | 112 | Construction |
| COUNTRY UNIVERSITY CENTER | 50 | (30) | 20 | 11 | 53% | 0 | Design |
| CEMETERY CAPITAL PROGRAM | 24 | (10) | 14 | 0 | 0% | 0 | Initial works |
| MUDGEE CEMETERY ROAD UPGRADE | 25 | 10 | 35 | 32 | 93% | 3 | Complete-awaiting invoices |
| RYLSTONE CEMETERY DRAINAGE | 15 | 0 | 15 | 1 | 7% | 0 | Complete |
| PUBLIC TOILETS - GOOLMA | 11 | 0 | 11 | 9 | 87% | 0 | Complete |
| LIBRARY BOOKS | 93 | 0 | 93 | 63 | 68% | (12) | Construction |
| HARGRAVES COURT HOUSE BUILDING - EXTERNAL WORKS | 60 | (57) | 3 | 3 | 100% | 0 | Procurement |
| COMMUNITY CENTRE - COURT STREET CAPITAL WORKS | 93 | 0 | 93 | 82 | 88% | 10 | Final works |
| TOWN HALL - EXTERNAL BRICKWORK | 50 | (50) | 0 | 0 | 0% | 0 | Procurement |
| MUDGEE TOWN HALL THEATRE - AIR-CONDITIONING UPGRADE | 50 | 0 | 50 | 11 | 21% | 0 | Final works |
| KANDOS HALL & LIBRARY - EXTERNAL PAINTING & KITCHEN UPGRADE | 160 | 0 | 160 | 50 | 31% | 7 | Construction |
| KANDOS HALL & LIBRARY - TOILETS | 20 | 0 | 20 | 0 | 0% | 1 | Consultation |
| POOL SHADE PROGRAM | 65 | 0 | 65 | 0 | 0% | 60 | Complete-awaiting invoices |
| GULGONG POOL STORAGE SHED | 4 | 0 | 4 | 4 | 100% | 0 | Complete |
| GULGONG POOL HEATERS | 105 | 0 | 105 | 0 | 0% | 0 | Procurement |
| MUDGEE SHOWGROUNDS - REDEVELOPMENT | 475 | 0 | 475 | 278 | 59% | 212 | Construction |
| GLEN WILLOW SPORTS GROUND UPGRADES | 5,189 | (358) | 4,832 | 3,837 | 79% | 385 | Construction |

| \$'000 | Current Annual Budget | Proposed Variations | Proposed Annual Budget | Actual YTD | Actual YTD/ Proposed Annual Budget | Commitments | Project Status |
|---|-----------------------------|------------------------|------------------------------|---------------|--|-------------|--|
| GLEN WILLOW CARPARK | 57 | 58 | 114 | 117 | 102% | 0 | Complete |
| MUDGEE SHOWGROUND TREE PLANTING (REQUIRES GRANT) | 20 | (20) | 0 | 0 | 0% | 0 | Consultation |
| GLEN WILLOW NETBALL AREA BUBBLER (REQUIRES GRANT) | 10 | (10) | 0 | 0 | 0% | 0 | Consultation |
| VICTORIA PARK MUDGEE - FENCING | 60 | (60) | 0 | 0 | 0% | 0 | Procurement |
| GULGONG TENNIS COURTS | 130 | (130) | 0 | 5 | 0% | 0 | Design |
| MUDGEE DOG PARK RELOCATION & UPGRADE | 3 | 0 | 3 | 3 | 100% | 0 | Complete |
| CLANDULLA RECREATION PARK AMENITIES | 120 | (120) | 0 | 0 | 0% | 0 | Consultation |
| VICTORIA PARK GULGONG- GRANDSTAND IMPROVEMENTS | 20 | (20) | 0 | 0 | 0% | 0 | Initial works |
| RYLSTONE & KANDOS DOG PARK | 90 | (90) | 0 | 0 | 0% | 0 | Procurement |
| GLEN WILLOW STORMWATER RETICULATION SYSTEM | 350 | 0 | 350 | 13 | 4% | 185 | Initial works |
| PUTTA BUCCA TRAINING CAMP FACILITY - STAGE 1 | 100 | 0 | 100 | 46 | 46% | 39 | Multi-year project - Complete for this year |
| PUTTA BUCCA TRAINING CAMP FACILITY -STAGE 3 (REQUIRES GRANT) | 92 | (92) | 0 | 0 | 0% | 0 | Design |
| MUDGEE SHOWGROUNDS - PATHWAY IMPROVEMENTS | 40 | (40) | 0 | 0 | 0% | 0 | Project Scope |
| BILLY DUNN AMENITIES | 323 | 0 | 323 | 317 | 98% | 0 | Complete-awaiting invoices |
| MUDGEE SHOWGROUNDS - GRANDSTAND FIT-OUT | 250 | 0 | 250 | 8 | 3% | 225 | Construction |
| VICTORIA PARK MUDGEE - SIGHT SCREENS & SEATING | 70 | (70) | 0 | 0 | 0% | 0 | Procurement |
| VICTORIA PARK GULGONG - SHOT PUT/DISCUS REPLACEMENT | 25 | (25) | 0 | 0 | 0% | 0 | Procurement |
| VICTORIA PARK GULGONG - CRICKET WICKET SYNTHETIC REPLACEMENT | 8 | 0 | 8 | 5 | 67% | 0 | Complete |
| MUDGEE SHOWGROUND EQUIPMENT | 47 | 0 | 47 | 0 | 0% | 47 | Construction |
| RED HILL - PATHWAY AND LANDSCAPING UPGRADE | 40 | (40) | 0 | 0 | 0% | 0 | Design |
| PASSIVE PARKS - LANDSCAPING IMPROVEMENTS | 6 | 0 | 6 | 2 | 30% | 0 | Construction |

| \$'000 | Current Annual Budget | Proposed Variations | Proposed Annual Budget | Actual YTD | Actual YTD/ Proposed Annual Budget | Commitments | Project Status |
|---|-----------------------------|------------------------|------------------------------|---------------|--|--------------|----------------|
| SCULPTURES ACROSS THE REGION | 27 | 31 | 58 | 24 | 41% | 0 | Construction |
| PLAYGROUND SHADING PROGRAM | 436 | (119) | 317 | 270 | 85% | 46 | Construction |
| MUDGEES DOG OFF LEASH AREA IMPROVEMENTS | 10 | 0 | 10 | 4 | 35% | 0 | Initial works |
| PITTS LANE - LIGHTING | 17 | 0 | 17 | 17 | 100% | 0 | Complete |
| FLIRTATION HILL DEVELOPMENT | 9 | 0 | 9 | 9 | 100% | 0 | Complete |
| RED HILL CAPITAL WORKS | 200 | (130) | 70 | 8 | 12% | 9 | Procurement |
| CLANDULLA MOUNTAIN BIKE TRAIL DEVELOPMENT (REQUIRES GRANT) | 245 | (245) | 0 | 0 | 0% | 0 | Project Scope |
| MOUFARRIGE PARK FENCE | 10 | 0 | 10 | 2 | 20% | 5 | Complete |
| CORONATION PARK FENCE | 35 | (35) | 0 | 0 | 0% | 0 | Procurement |
| PLAYGROUND EQUIPMENT UPGRADE - LAWSON PARK MUDGEES | 30 | 0 | 30 | 0 | 0% | 28 | Initial works |
| CORONATION PARK GULGONG - IRRIGATION RENEWAL | 30 | (30) | 0 | 0 | 0% | 0 | Procurement |
| LAWSON PARK MUDGEES - IRRIGATION RENEWAL | 30 | (30) | 0 | 0 | 0% | 0 | Procurement |
| PLAYGROUND EQUIPMENT UPGRADE - RYLSTONE SHOWGROUND | 292 | 0 | 292 | 0 | 0% | 0 | Design |
| BRIDGE AND STEPS REPLACEMENT - RYLSTONE COMMON | 40 | (40) | 0 | 0 | 0% | 0 | Design |
| MUDGEES RIVERSIDE - WALKING TRACK IMPROVEMENTS | 60 | (35) | 25 | 25 | 101% | 0 | Construction |
| PASSIVE PARK SIGNAGE REPLACEMENT | 21 | (21) | 0 | 0 | 0% | 0 | Design |
| MEMORIAL PARK MUDGEES - PATHWAY | 32 | 0 | 32 | 0 | 0% | 29 | Initial works |
| FLIRTATION HILL MUDGEES - MASTER PLAN WORKS | 50 | 0 | 50 | 0 | 0% | 0 | Consultation |
| BLACKMAN PARK - BLACKMAN VAULT | 20 | 0 | 20 | 0 | 0% | 17 | Complete |
| ART GALLERY FACILITY | 1,200 | (200) | 1,000 | 393 | 39% | 435 | Construction |
| ART GALLERY CAPITAL | 10 | 0 | 10 | 10 | 100% | 0 | Consultation |
| STREETSCAPE - STREET BINS | 12 | 0 | 12 | 10 | 80% | 2 | Construction |
| CUDGEGONG WATERS - PUBLIC TOILETS | 20 | 0 | 20 | 0 | 0% | 0 | Design |
| Total | 15,122 | (5,282) | 9,840 | 5,743 | 58% | 1,866 | |

| \$'000 | Current Annual Budget | Proposed Variations | Proposed Annual Budget | Actual YTD | Actual YTD/ Proposed Annual Budget | Commitments | Project Status |
|---|-----------------------------|------------------------|------------------------------|---------------|--|-------------|----------------|
| Protecting our Natural Environment | | | | | | | |
| RURAL WASTE DEPOT UPGRADES | 67 | 0 | 67 | 41 | 61% | 13 | Procurement |
| MUDGEE WASTE DEPOT UPGRADES | 47 | 0 | 47 | 37 | 78% | 0 | Complete |
| NEW TIP CELL CONSTRUCTION | 100 | 0 | 100 | 43 | 43% | 51 | Final works |
| REMOTE SECURITY CAMERAS AT WTS | 53 | 0 | 53 | 0 | 0% | 0 | Procurement |
| RECYCLING PLANT UPGRADES | 193 | 0 | 193 | 104 | 54% | 20 | Construction |
| LEACHATE POND ENLARGEMENT | 475 | 0 | 475 | 406 | 85% | 59 | Final works |
| KANDOS WTS OFFICE REPLACEMENT | 115 | 0 | 115 | 86 | 75% | 15 | Final works |
| GULGONG WTS OFFICE REPLACEMENT | 9 | 3 | 12 | 12 | 100% | 0 | Complete |
| MUDGEE LANDFILL WHEEL WASH | 6 | 0 | 6 | 6 | 101% | 0 | Complete |
| CAUSEWAY - SCHOOL LANE | 1 | 0 | 1 | 1 | 100% | 0 | Complete |
| KANDOS STORMWATER UPGRADE | 539 | 0 | 539 | 523 | 97% | 11 | Complete |
| CAUSEWAY - DREWS LANE | 2 | 0 | 2 | 2 | 100% | 0 | Complete |
| CULVERTS, SHOULDER & K&G - BELLVUE RD MUDGEE | 160 | 0 | 160 | 58 | 36% | 3 | Construction |
| CAUSEWAY IMPROVEMENT - TALLAWAY ST GULGONG | 30 | 0 | 30 | 0 | 0% | 0 | Design |
| CAUSEWAY IMPROVEMENT - BLACKSPRINGS RD | 33 | 0 | 33 | 2 | 6% | 0 | Design |
| PUTTA BUCCA WETLANDS TOILET | 95 | (95) | 0 | 0 | 100% | 0 | Design |
| PUTTA BUCCA WETLANDS -PATHWAYS AND CAR PARK (REQUIRES GRANT) | 50 | (25) | 25 | 0 | 0% | 0 | Procurement |
| PUTTA BUCCA WETLANDS INFRASTRUCTURE | 613 | (374) | 238 | 149 | 63% | 89 | Procurement |
| WATER NEW CONNECTIONS | 95 | 40 | 135 | 110 | 81% | 0 | Construction |
| WATER AUGMENTATION - MUDGEE HEADWORKS | 400 | 0 | 400 | 313 | 78% | 43 | Construction |
| WATER RYLSTONE DAM UPGRADE | 400 | (350) | 50 | 5 | 11% | 22 | Procurement |
| WATER TELEMTRY | 3 | 0 | 3 | 3 | 101% | 0 | Complete |

| \$'000 | Current Annual Budget | Proposed Variations | Proposed Annual Budget | Actual YTD | Actual YTD/ Proposed Annual Budget | Commitments | Project Status |
|---|-----------------------------|------------------------|------------------------------|---------------|--|-------------|--------------------|
| WATER MAINS - CAPITAL BUDGET ONLY | 1 | 0 | 1 | 1 | 100% | 0 | Budget only |
| WATER MAINS - NICHOLSON ST COURT TO COX | 200 | (55) | 145 | 144 | 100% | 0 | Complete |
| WATER MAINS - BYRON PLACE | 82 | 0 | 82 | 25 | 30% | 35 | Procurement |
| WATER MAINS - MAYNE STREET | 370 | 0 | 370 | 130 | 35% | 17 | Construction |
| WATER MAINS - NICHOLSON ST COURT ST WEST ROAD CROSSING | 25 | (6) | 19 | 19 | 100% | 0 | Complete |
| WATER MAINS - NICHOLSON ST COURT ST EAST ROAD CROSSING | 25 | 10 | 35 | 8 | 22% | 0 | Construction |
| WATER MAINS - HORATIO ST COURT TO COX | 0 | 55 | 55 | 0 | 0% | 0 | #N/A |
| WATER PUMP STATION - CAPITAL RENEWALS | 96 | (75) | 21 | 18 | 87% | 0 | Construction |
| RYLSTONE DAM PS PAC DOSING SYSTEM | 21 | 0 | 21 | 21 | 100% | 0 | Complete |
| RESERVOIRS - RYLSTONE, KANDOS, CHARBON, CLANDULLA | 9 | 0 | 9 | 9 | 100% | 0 | Complete |
| RAW WATER SYSTEMS RENEWALS | 61 | 0 | 61 | 4 | 7% | 0 | Procurement |
| WATER RESERVOIR RENEWALS | 100 | (25) | 75 | 34 | 45% | 41 | Construction |
| WATER TREATMENT PLANT - RENEWALS | 150 | (100) | 50 | 11 | 23% | 9 | Procurement |
| RURAL CUSTOMER FILL STATIONS | 189 | (9) | 180 | 179 | 100% | 0 | Complete |
| SEWER NEW CONNECTIONS | 50 | 40 | 90 | 70 | 79% | 1 | Construction |
| SEWER AUGMENTATION - RYLSTONE & KANDOS | 125 | 0 | 125 | 28 | 23% | 61 | Design |
| SEWER TELEMETRY | 10 | 0 | 10 | 10 | 100% | 0 | Complete |
| SEWER MAINS - CAPITAL BUDGET ONLY | 820 | (820) | 0 | 0 | 0% | 0 | Budget only |
| SEWER MAINS RELINING | 126 | (8) | 118 | 118 | 100% | 0 | Complete |
| RIISING MAIN ULAN RD TO PUTTA BUCCA | 13 | 0 | 13 | 13 | 100% | 0 | Deferred/Cancelled |
| SEWER PUMP STATION - CAPITAL RENEWALS | 75 | 0 | 75 | 0 | 0% | 0 | Deferred/Cancelled |
| SEWER TREATMENT WORKS - RENEWALS | 191 | 0 | 191 | 187 | 98% | 0 | Complete |
| MUDGE STP EMERGENCY WORKS | 23 | 0 | 23 | 7 | 30% | 2 | Complete |
| Total | 6,248 | (1,794) | 4,453 | 2,939 | 66% | 493 | |

| \$'000 | Current Annual Budget | Proposed Variations | Proposed Annual Budget | Actual YTD | Actual YTD/ Proposed Annual Budget | Commitments | Project Status |
|---|-----------------------------|------------------------|------------------------------|---------------|--|--------------|-------------------------------|
| Building a Strong Local Economy | | | | | | | |
| CUDGEGONG WATERS CARAVAN PARK - KIOSK & OFFICE | 235 | (120) | 115 | 29 | 25% | 0 | Design |
| RYLSTONE CARAVAN PARK - CAPITAL | 400 | (200) | 200 | 92 | 46% | 379 | Construction |
| RIVERSIDE CARAVAN PARK FIRE SERVICES | 96 | 0 | 96 | 94 | 99% | 2 | Final works |
| MUDGEE VALLEY PARK UPGRADE | 319 | 0 | 319 | 280 | 88% | 12 | Complete-awaiting invoices |
| CUDGEGONG WATERS PARK HOUSE | 250 | (230) | 20 | 17 | 83% | 240 | Initial works |
| MUDGEE VALLEY PARK EXPANSION | 4,650 | 0 | 4,650 | 2,080 | 45% | 3,361 | Construction |
| CUDGEGONG WATERS - PUBLIC TOILETS | 0 | (15) | (15) | 5 | -31% | 0 | Design |
| CARAVAN PARK - CUDGEGONG WATERS CAPITAL | 14 | 0 | 14 | 7 | 48% | 0 | Construction |
| DIGITAL SIGNAGE | 80 | 0 | 80 | 0 | 0% | 0 | Consultation |
| SALEYARDS - CATTLE CRUSH | 17 | 0 | 17 | 12 | 71% | 3 | Final works |
| SALEYARDS TRUCK WASH | 12 | 0 | 12 | 12 | 100% | 0 | Complete |
| PROPERTY - MUDGEE AIRPORT SUBDIVISION | 1 | 0 | 1 | 1 | 101% | 0 | Complete |
| TOOHEYS PARK - BUILDING | 20 | 0 | 20 | 0 | 0% | 0 | Consultation |
| PROPERTY - EX SALEYARDS STAGE II | 2,500 | 0 | 2,500 | 88 | 4% | 31 | Design |
| PROPERTY - DEVELOPMENT MORTIMER ST | 0 | 10 | 10 | 0 | 0% | 0 | #N/A |
| COMMERCIAL PROP - AERODROME COTTAGE RENOVATIONS | 15 | 0 | 15 | 15 | 97% | 0 | Complete |
| COMMERCIAL PROPERTY PURCHASE | 1,121 | (1,121) | 0 | 0 | 0% | 0 | Deferred/Cancelled |
| Total | 9,729 | (1,676) | 8,053 | 2,731 | 34% | 4,030 | |

Connecting our Region

| | | | | | | | |
|---|-----|---|-----|-----|-----|---|--------------|
| URBAN RESEALS - BELMORE ST MUDGEE | 74 | 0 | 74 | 37 | 50% | 0 | Construction |
| URBAN ROADS KERB & GUTTER CAPITAL | 27 | 0 | 27 | 18 | 69% | 2 | Construction |
| URBAN REHAB - CHURCH / MEARES ST ROUNDABOUT | 601 | 0 | 601 | 592 | 99% | 0 | Complete |
| URBAN HEAVY PATCHING | 26 | 0 | 26 | 24 | 94% | 0 | Construction |

CORPORATE: FINANCE | MONTHLY BUDGET REVIEW – APRIL 2022

| \$'000 | Current Annual Budget | Proposed Variations | Proposed Annual Budget | Actual YTD | Actual YTD/ Proposed Annual Budget | Commitments | Project Status |
|---|-----------------------------|------------------------|------------------------------|---------------|--|-------------|--------------------|
| URBAN REHAB - PERCY NOTT | 180 | 0 | 180 | 112 | 62% | 76 | Construction |
| URBAN REHAB - DUNN STREET KANDOS SEG 10-30 | 182 | 0 | 182 | 6 | 3% | 0 | Design |
| URBAN REHAB - CHARBON | 128 | 0 | 128 | 38 | 30% | 18 | Construction |
| URBAN RESEALS - BOMBIRA | (0) | 0 | (0) | 0 | 0% | 0 | Deferred/Cancelled |
| URBAN RESEALS - CHARBON | 65 | 0 | 65 | 68 | 105% | 0 | Construction |
| URBAN RESEALS - PUTTA BUCCA | 44 | 0 | 44 | 43 | 99% | 0 | Complete |
| ROAD EXTENSION - BETWEEN PUTTA BUCCA & GLEN WILLOW | 840 | 0 | 840 | 594 | 71% | 100 | Construction |
| URBAN RESEALS - SMALL GULGONG RESEALS | 24 | 0 | 24 | 24 | 100% | 0 | Complete |
| URBAN RESEALS - SNELSONS LANE SEG 10 GULGONG | 16 | 0 | 16 | 9 | 55% | 0 | Complete |
| URBAN RESEALS - WHITE ST GULGONG SEG 10 20 50-90 | 31 | 0 | 31 | 21 | 67% | 0 | Complete |
| URBAN RESEALS - ANGUS AVE SEG 40-60 KANDOS | 70 | 0 | 70 | 42 | 60% | 0 | Complete |
| URBAN RESEALS - DUNN ST KANDOS SEG 40 50 | 7 | 0 | 7 | 0 | 6% | 0 | Deferred/Cancelled |
| URBAN RESEALS - BANJO PATERSON AVE MUDGEE SEG 10-40 | 20 | 0 | 20 | 20 | 100% | 0 | Complete |
| URBAN RESEALS - LAWSON ST MUDGEE SEG 30-90 | 67 | 0 | 67 | 4 | 7% | 9 | Design |
| URBAN RESEALS - MACQUARIE DR MUDGEE SEG 30 | 17 | 0 | 17 | 17 | 100% | 0 | Complete |
| URBAN RESEALS - MEARES ST MUDGEE SEG 10 | 32 | 0 | 32 | 32 | 100% | 0 | Complete |
| URBAN RESEALS - NICHOLSON ST MUDGEE SEG 10-30 | 58 | 0 | 58 | 0 | 0% | 0 | Design |
| URBAN RESEALS - ROBERTSON ST MUDGEE SEG 10 | 9 | 0 | 9 | 9 | 100% | 0 | Complete |
| URBAN RESEALS - WENTWORTH AVE MUDGEE 10-20 | 13 | 0 | 13 | 0 | 2% | 0 | Complete |
| URBAN RESEALS - SOUTH MUDGEE | 53 | 0 | 53 | 51 | 96% | 0 | Complete |
| URBAN RESEALS - MEROO CRESCENT MUDGEE SEG 10 | 5 | 0 | 5 | 2 | 45% | 0 | Complete |
| URBAN RESEALS - RYLSTONE | 32 | 0 | 32 | 24 | 74% | 0 | Construction |
| URBAN REHAB - BOMBIRA AVENUE | 95 | 0 | 95 | 59 | 63% | 1 | Complete |
| HORATIO ST/PERRY ST SHOULDER SEALING | 55 | 0 | 55 | 0 | 0% | 0 | Consultation |
| URBAN RESEALS - HENNESY PLACE | 10 | 0 | 10 | 0 | 0% | 4 | Design |
| RESHEETING - URBAN ROADS | 16 | 0 | 16 | 1 | 4% | 0 | Construction |

| \$'000 | Current Annual Budget | Proposed Variations | Proposed Annual Budget | Actual YTD | Actual YTD/ Proposed Annual Budget | Commitments | Project Status |
|--|-----------------------------|------------------------|------------------------------|---------------|--|-------------|----------------------------|
| ROAD SAFETY IMPROVEMENTS - MUDGEE SCHOOLS | 60 | 0 | 60 | 0 | 0% | 0 | Project Scope |
| MUDGEE SCHOOL ZEBRA CROSSING INFRASTRUCTURE UPGRADE | 180 | 0 | 180 | 0 | 0% | 0 | Design |
| SCHOOL ZONE LINEMARKING REPAINT | 16 | 0 | 16 | 0 | 0% | 16 | Design |
| URBAN ROADS LAND MATTERS CAPITAL | 24 | 0 | 24 | 0 | 0% | 0 | Initial works |
| GUTTERING BYLONG VALLEY WAY KANDOS | 50 | 0 | 50 | 35 | 71% | 0 | Construction |
| RURAL SEALED ROADS RESEALS BUDGET ONLY | 12 | 0 | 12 | 0 | 0% | 0 | Budget only |
| RURAL SEALED ROAD REHAB & WIDENING - BUDGET ONLY | (0) | 0 | (0) | 0 | 0% | 0 | Budget only |
| RURAL REHAB - CUDGEGONG RD | 52 | 0 | 52 | 51 | 98% | 0 | Complete |
| RURAL REHAB - BARNEYS REEF RD | 97 | 0 | 97 | 85 | 87% | 1 | Complete |
| HEAVY PATCHING | 48 | 0 | 48 | 17 | 35% | 0 | Construction |
| ULAN WOLLAR ROAD - STAGE 1 | 8 | 0 | 8 | 2 | 29% | 0 | Complete |
| ULAN WOLLAR ROAD - STAGE 3A | 0 | 0 | 0 | 0 | 100% | 0 | Complete |
| RURAL REHAB - LUE ROAD MONIVAE SEG 100 | 469 | 0 | 469 | 363 | 77% | 60 | Complete |
| RURAL RESEAL - CRUDINE RD SEG 40, 80 & 160 | 139 | 0 | 139 | 73 | 53% | 0 | Complete |
| RURAL RESEAL - BUCKAROO | 89 | 0 | 89 | 86 | 96% | 0 | Complete |
| RURAL RESEAL - WINDEYER ROAD GRATTAI SEG 10 | 34 | 0 | 34 | 2 | 5% | 11 | Complete-awaiting invoices |
| RURAL RESEAL - HARGRAVES | 120 | 0 | 120 | 2 | 1% | 105 | Design |
| RURAL RESEAL - LUE ROAD LUE SEG 152-165 | 110 | 0 | 110 | 101 | 92% | 0 | Complete |
| RURAL RESEAL - PYRAMUL RD PYRAMUL SEG 140-190 | 140 | 14 | 154 | 157 | 102% | 0 | Complete |
| RURAL RESEAL - MOGO RD WOLLAR SEG 10 40 | 30 | 0 | 30 | 16 | 52% | 24 | Design |
| RURAL RESEAL - BURRENDONG DAM RD YARRABIN SEG 10 | 30 | 0 | 30 | 12 | 39% | 0 | Complete |
| RURAL RESEAL - RYLSTONE | 99 | 0 | 99 | 65 | 65% | 0 | Complete |
| RURAL RESEAL - BLACK SPRINGS ROAD SEG 10 20 60 110 120 150 | 163 | 0 | 163 | 59 | 36% | 0 | Construction |
| RURAL RESEAL - BUDGEE BUDGEE | 117 | 0 | 117 | 62 | 53% | 0 | Construction |

CORPORATE: FINANCE | MONTHLY BUDGET REVIEW – APRIL 2022

| \$'000 | Current Annual Budget | Proposed Variations | Proposed Annual Budget | Actual YTD | Actual YTD/ Proposed Annual Budget | Commitments | Project Status |
|---|-----------------------------|------------------------|------------------------------|---------------|--|-------------|-------------------------------|
| RURAL RESEAL - ST FILLANS RD SEG 10 | 45 | 0 | 45 | 33 | 72% | 0 | Complete |
| RURAL RESEAL - ABATTOIRS RD MENAH SEG 10 20 | 67 | 0 | 67 | 19 | 29% | 0 | Complete |
| RURAL RESEAL - LOWER PIAMONG RD MENAH SEG 10-30 | 125 | 0 | 125 | 91 | 73% | 0 | Complete-awaiting invoices |
| WILPINJONG MINE ENTRANCES - ULAN WOLLAR RD | 536 | (335) | 201 | 134 | 67% | 0 | Complete |
| LUE RD/PYANGLE RD INTERSECTION WIDENING | 210 | 0 | 210 | 183 | 87% | 0 | Complete |
| RURAL RESEAL - LOWES PEAK RD SEG 10-30 | 100 | 0 | 100 | 44 | 44% | 0 | Complete-awaiting invoices |
| RURAL SEALED ROAD LAND MATTERS | 16 | 0 | 16 | 0 | 0% | 0 | Initial works |
| RURAL SEALED REGIONAL ROAD REPAIR PROGRAM | 800 | 0 | 800 | 176 | 22% | 43 | Construction |
| MUNGHORN GAP REALIGNMENT & UPGRADE | 1,265 | 0 | 1,265 | 911 | 72% | 164 | Construction |
| MUNGHORN GAP SHOULDER WIDENING BLACKSPOT | 1,280 | 0 | 1,280 | 682 | 53% | 242 | Construction |
| HILL END ROAD SAFETY IMPROVEMENTS | 599 | (299) | 300 | 208 | 69% | 7 | Construction |
| BVW UPGRADE RNSW 2080 | 300 | 0 | 300 | 218 | 73% | 71 | Complete |
| RURAL SEALED REGIONAL ROAD LAND MATTERS CAPITAL | 9 | 0 | 9 | 5 | 48% | 6 | Construction |
| SEAL EXTENSION - LOWER PIAMBONG RD | 578 | 0 | 578 | 464 | 80% | 8 | Construction |
| SEAL EXTENSION - AARONS PASS RD | 1,000 | 0 | 1,000 | 402 | 40% | 68 | Construction |
| SEAL EXTENSION - QUEENS PINCH RD | 1,147 | (400) | 747 | 107 | 14% | 10 | Design |
| SEAL EXTENSION - COXS CREEK RD | 1,360 | 0 | 1,360 | 585 | 43% | 42 | Construction |
| SEAL EXTENSION - MEBUL RD | 724 | 0 | 724 | 497 | 69% | 100 | Final works |
| SEAL EXTENSION - PYRAMUL RD SEG 120-130 | 5 | 0 | 5 | 5 | 100% | 0 | Complete |
| SEAL EXTENSION - COX STREET LUE | 80 | 0 | 80 | 72 | 90% | 0 | Complete |
| SEAL EXTENSION - BOTOBOLAR RD | 1,122 | (822) | 300 | 56 | 19% | 8 | Initial works |
| SEAL EXTENSION - SPRING FLAT ROAD | 213 | 0 | 213 | 213 | 100% | 0 | Complete |
| RESHEETING | 2,025 | 0 | 2,025 | 1,806 | 89% | 41 | Construction |
| UNSEALED ROADS LAND MATTERS CAPITAL | 21 | 0 | 21 | 7 | 35% | 0 | Construction |
| GOODIMAN CREEK BRIDGE REPLACEMENT | 1,150 | (950) | 200 | 73 | 36% | 711 | Initial works |
| DIXONS LONG POINT CROSSING | 785 | (85) | 700 | 482 | 69% | 79 | Procurement |

| \$'000 | Current Annual Budget | Proposed Variations | Proposed Annual Budget | Actual YTD | Actual YTD/ Proposed Annual Budget | Commitments | Project Status |
|---|-----------------------------|------------------------|------------------------------|---------------|--|--------------|----------------------------|
| BRIDGE TO PUTTA BUCCA ROAD | 100 | 0 | 100 | 4 | 4% | 0 | Procurement |
| GOULBURN RIVER BRIDGE ULAN ROAD | 1,637 | 0 | 1,637 | 1,217 | 74% | 401 | Construction |
| ULAN ROAD - BLACKSPRINGS ROAD TO BUCKAROO LANE | 556 | 0 | 556 | 382 | 69% | 47 | Construction |
| FOOTWAYS - CAPITAL WORKS | 138 | 0 | 138 | 9 | 6% | 85 | Construction |
| PEDESTRIAN - PUTTA BUCCA WALKWAY | 28 | 2 | 30 | 30 | 100% | 0 | Complete |
| PUTTA BUCCA ECO TRAIL | 134 | 0 | 134 | 136 | 101% | 0 | Complete |
| PEDESTRIAN ACCESS AND MOBILITY PLAN WORKS | 370 | 0 | 370 | 169 | 46% | 0 | Construction |
| FOOTPATH - WALKERS OVAL TO CULTURAL PRECINCT | 56 | 6 | 62 | 62 | 100% | 0 | Complete |
| SHARED PATHWAY - GLEN WILLOW TO PUTTA BUCCA WETLANDS AREA | 87 | 0 | 87 | 14 | 16% | 0 | Construction |
| FOOTPATH - LIONS DRIVE | 15 | 0 | 15 | 1 | 7% | 14 | Procurement |
| BUGGY PATH LIGHTING | 2 | 0 | 2 | 0 | 0% | 0 | Complete-awaiting invoices |
| AIRPORT HANGER AND STUDIO | 20 | (15) | 5 | 1 | 16% | 0 | Design |
| CARPARK - MUDGEES COMMON | 50 | 0 | 50 | 0 | 0% | 0 | Consultation |
| CARPARK - GULGONG POOL | 30 | 0 | 30 | 11 | 38% | 0 | Consultation |
| CBD PEDESTRIAN CROSSING LIGHTING UPGRADE | 76 | (10) | 67 | 67 | 100% | 0 | Complete |
| HIGH PEDESTRIAN ACTIVITY AREA 40KM/H | 70 | (70) | 0 | 0 | 0% | 0 | Construction |
| Total | 23,814 | (2,963) | 20,851 | 12,611 | 60% | 2,572 | |

Good Government

| | | | | | | | |
|---|-----|-------|-----|----|------|----|----------------------------|
| MUDGEES ADMINISTRATION BUILDING UPGRADE | 39 | 11 | 50 | 49 | 97% | 0 | Complete-awaiting invoices |
| OLD POLICE STATION CAPITAL | 15 | 0 | 15 | 8 | 54% | 0 | Construction |
| BUILDINGS MASTER KEY SYSTEM | 150 | (111) | 39 | 39 | 100% | 0 | Construction |
| MUDGEES ADMIN BUILDING EXTENSION | 775 | (700) | 75 | 29 | 38% | 54 | Design |
| IT SPECIAL PROJECTS | 32 | 0 | 32 | 28 | 86% | 0 | Final works |
| IT - NETWORK UPGRADES | 105 | 0 | 105 | 13 | 12% | 69 | Construction |

| \$'000 | Current Annual Budget | Proposed Variations | Proposed Annual Budget | Actual YTD | Actual YTD/ Proposed Annual Budget | Commitments | Project Status |
|---------------------------------|-----------------------------|------------------------|------------------------------|-------------------|--|-------------------|----------------|
| IT CORPORATE SOFTWARE | 152 | 0 | 152 | 65 | 43% | 0 | Construction |
| IT - DATACENTRE STORAGE ARRAY | 150 | 0 | 150 | 27 | 18% | 30 | Construction |
| PLANT PURCHASES | 7,667 | 119 | 7,786 | 2,172 | 28% | 5,168 | Budget only |
| SOLAR FARM INITIATIVE | 727 | 0 | 727 | 270 | 37% | 283 | Design |
| SOLAR FARM INITIATIVE - STAGE 3 | 1,000 | 0 | 1,000 | 0 | 0% | 0 | Project Scope |
| ROLLER BRAKING SYSTEM | 154 | 0 | 154 | 101 | 66% | 41 | Construction |
| Total | 10,966 | (681) | 10,285 | 2,800 | 27% | 5,646 | |
| Total Capital Works Program | 65,880 | (12,397) | 53,483 | 26,823 | 50% | 14,607 | |

9.4 Monthly Statement of Investments as at 30 April 2022

REPORT BY THE FINANCIAL PLANNING COORDINATOR
TO 18 MAY 2022 ORDINARY MEETING
GOV400088, FIN300053, GOV400098

RECOMMENDATION

That Council:

1. **receive the report by the Financial Planning Coordinator on the Monthly Statement of Investments as at 30 April 2022; and**
2. **note the certification of the Responsible Accounting Officer.**

Executive summary

The purpose of this report is to certify that Council's investments have been made in accordance with legal and policy requirements, provide information on the detail of investments and raise other matters relevant to Council's investment portfolio as required.

Disclosure of Interest

Nil

Detailed report

The attachment to this report provides information on the performance of the portfolio and provides a register of all investments held as at 30 April 2022.

Community Plan implications

| Theme | Good Governance |
|----------|--|
| Goal | An effective and efficient organisation |
| Strategy | Prudently manage risks association with all Council activities |

Strategic implications

Council Strategies

Not applicable

Council Policies

Council's Investments Policy requires a written report each month setting out the entire investment portfolio.

Legislation

As per Clause 212 of the Local Government (General) Regulation 2005 the Responsible Accounting Officer certifies that;

- a) this report sets out details of all money that the Council has invested under Section 625 of the Act; and

- b) all investments have been made in accordance with the Act and the regulations.

Financial implications

Not applicable

Associated Risks

Not applicable

AMANDA COVER
FINANCIAL PLANNING COORDINATOR

NEIL BUNGATE
ACTING CHIEF FINANCIAL OFFICER

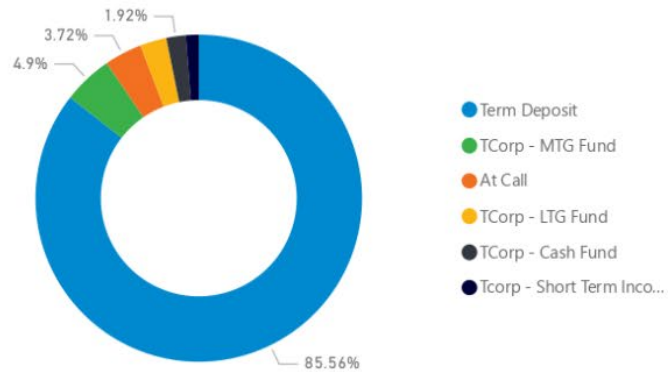
2 May 2022

Attachments: 1. Investment Report 30 April 2022.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Investments by Type

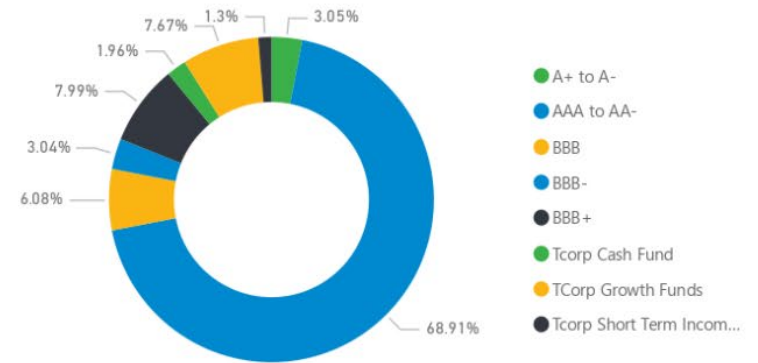


Mid-Western Regional Council Cash and Investments as at 30 April 2022

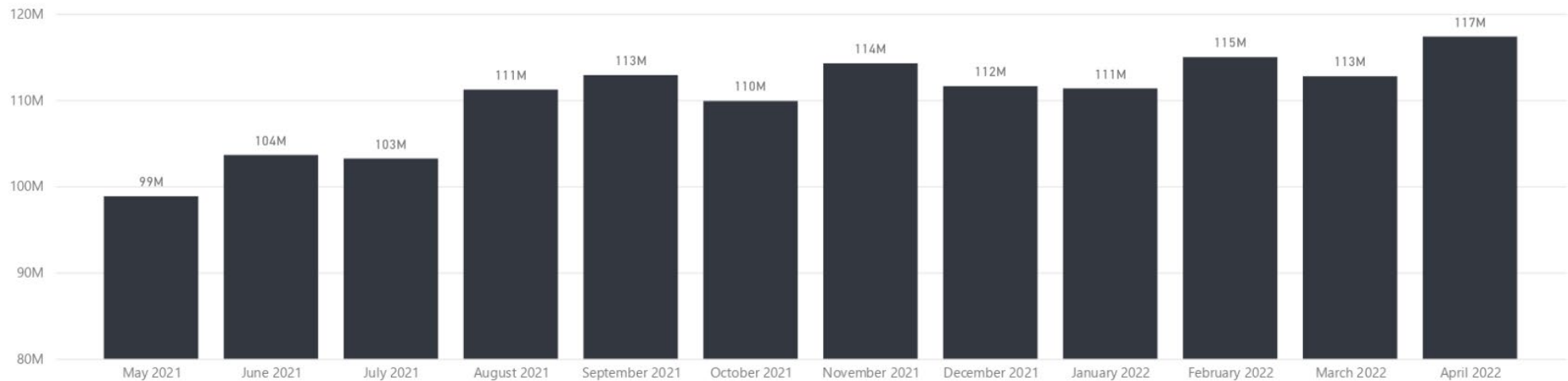
Total Investment Portfolio (\$)

117.36M

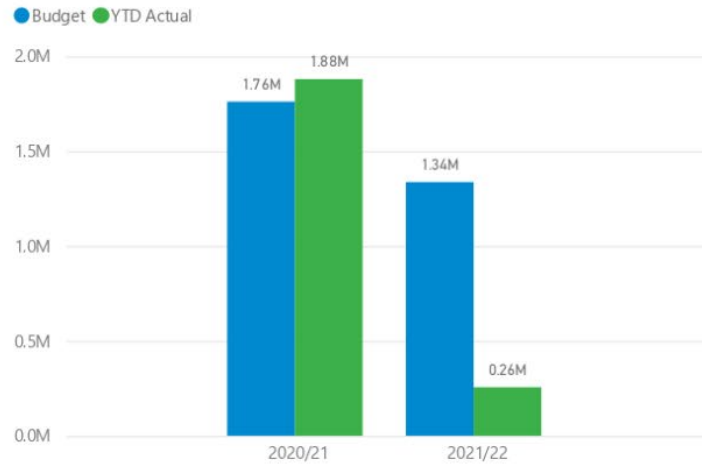
Investments by Long Term Rating



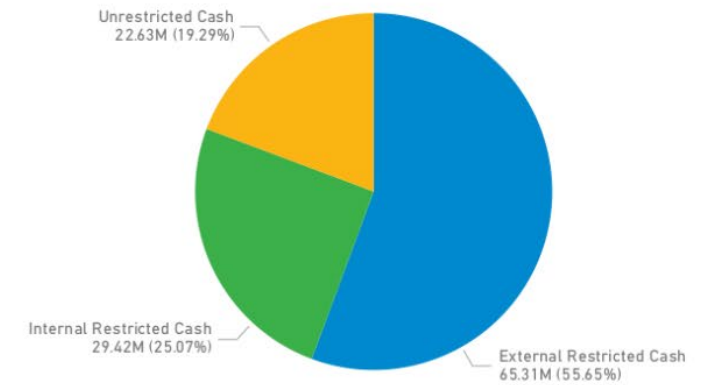
Portfolio Balance at End of Month (\$)



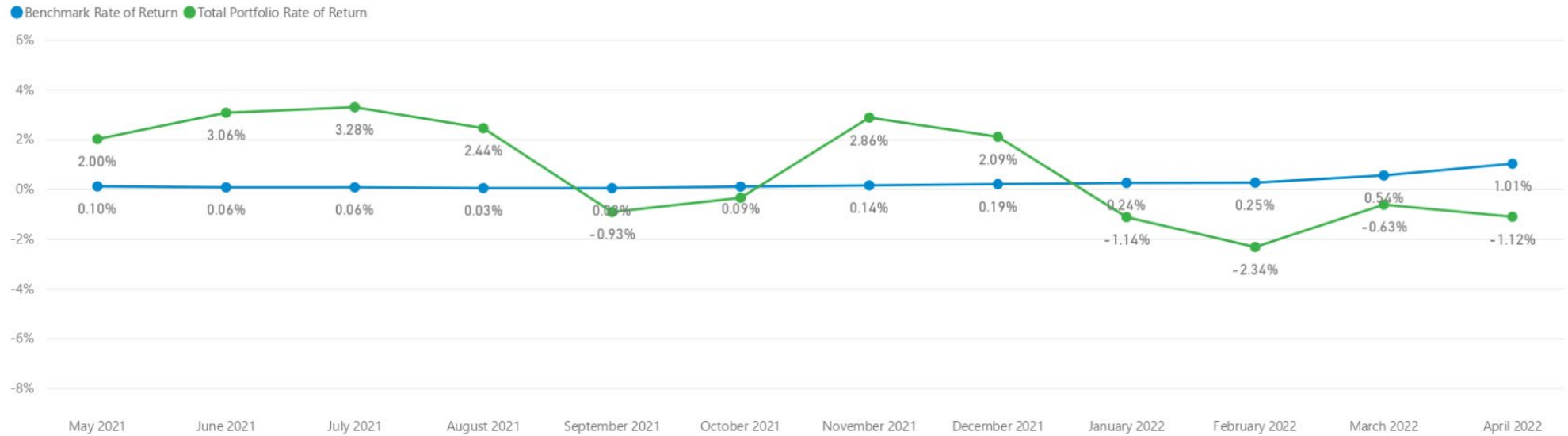
Income from Investments (\$)



Balance by Cash Category (\$)



Investment Performance



At Call Fund and Managed Funds

| Institution | Yield | Term to Maturity | Principal | Amount |
|---------------------------------|-------|------------------|-----------|-------------------|
| NAB | 0.25% | 0 | \$ | 4,367,318 |
| TCorp - Cash Fund | 0.50% | 1 | \$ | 2,256,485 |
| TCorp - Long Term Growth Fund | 0.50% | 5 | \$ | 3,085,992 |
| TCorp - Medium Term Growth Fund | 0.50% | 5 | \$ | 5,746,575 |
| TCorp - Short Term Income Fund | 0.50% | 5 | \$ | 1,491,954 |
| Total | | | \$ | 16,948,323 |

Current Term Deposits

| Institution | Yield | Term to Maturity | Principal | Amount |
|--------------------|-------|------------------|-----------|--------------------|
| AMP | 1.00% | 208 | \$ | 2,000,000 |
| AMP | 1.10% | 277 | \$ | 1,500,000 |
| Bank Of Queensland | 0.90% | 151 | \$ | 1,500,000 |
| Bank Of Queensland | 0.50% | 88 | \$ | 2,200,000 |
| Bank Of Queensland | 0.50% | 193 | \$ | 1,500,000 |
| Bank Of Queensland | 0.61% | 151 | \$ | 1,000,000 |
| Bank Of Queensland | 0.85% | 235 | \$ | 1,000,000 |
| Bank Of Queensland | 1.20% | 375 | \$ | 2,000,000 |
| CBA | 0.46% | 25 | \$ | 1,500,000 |
| CBA | 0.42% | 39 | \$ | 1,000,000 |
| CBA | 0.42% | 53 | \$ | 2,000,000 |
| CBA | 0.41% | 39 | \$ | 1,000,000 |
| CBA | 0.46% | 95 | \$ | 1,500,000 |
| CBA | 0.46% | 81 | \$ | 1,700,000 |
| CBA | 0.72% | 767 | \$ | 2,000,000 |
| CBA | 0.47% | 123 | \$ | 1,500,000 |
| CBA | 0.50% | 179 | \$ | 1,500,000 |
| CBA | 0.47% | 179 | \$ | 1,000,000 |
| CBA | 0.77% | 865 | \$ | 1,000,000 |
| CBA | 0.47% | 235 | \$ | 1,500,000 |
| CBA | 0.85% | 907 | \$ | 2,500,000 |
| CBA | 0.48% | 263 | \$ | 2,000,000 |
| CBA | 0.73% | 361 | \$ | 1,500,000 |
| CBA | 3.05% | 725 | \$ | 2,000,000 |
| CBA | 2.63% | 529 | \$ | 1,500,000 |
| CBA | 2.31% | 389 | \$ | 1,500,000 |
| CBA | 2.75% | 501 | \$ | 1,500,000 |
| ING | 1.13% | 11 | \$ | 1,500,000 |
| Judobank | 0.65% | 116 | \$ | 1,500,000 |
| Judobank | 0.90% | 179 | \$ | 1,000,000 |
| Judobank | 1.01% | 165 | \$ | 1,000,000 |
| Macquarie | 1.40% | 305 | \$ | 1,014,077 |
| Macquarie | 1.15% | 333 | \$ | 1,000,000 |
| MyState Bank | 0.52% | 67 | \$ | 1,000,000 |
| MyState Bank | 0.52% | 60 | \$ | 1,500,000 |
| MyState Bank | 0.52% | 81 | \$ | 1,000,000 |
| NAB | 0.87% | 109 | \$ | 2,000,000 |
| NAB | 0.79% | 137 | \$ | 1,500,000 |
| NAB | 0.70% | 165 | \$ | 1,000,000 |
| NAB | 0.57% | 305 | \$ | 1,700,000 |
| NAB | 0.65% | 424 | \$ | 2,000,000 |
| NAB | 0.51% | 236 | \$ | 1,800,000 |
| NAB | 0.45% | 207 | \$ | 1,500,000 |
| NAB | 0.45% | 221 | \$ | 2,000,000 |
| NAB | 0.80% | 851 | \$ | 1,500,000 |
| NAB | 0.64% | 543 | \$ | 3,000,000 |
| NAB | 0.45% | 249 | \$ | 1,500,000 |
| NAB | 0.70% | 515 | \$ | 2,500,000 |
| NAB | 0.48% | 277 | \$ | 1,000,000 |
| NAB | 0.47% | 67 | \$ | 1,500,000 |
| NAB | 0.79% | 291 | \$ | 1,500,000 |
| NAB | 0.68% | 214 | \$ | 1,000,000 |
| NAB | 0.85% | 221 | \$ | 1,500,000 |
| NAB | 0.75% | 214 | \$ | 1,000,000 |
| NAB | 0.95% | 333 | \$ | 1,500,000 |
| NAB | 1.51% | 487 | \$ | 2,500,000 |
| NAB | 1.21% | 361 | \$ | 1,000,000 |
| Westpac | 0.85% | 97 | \$ | 2,000,000 |
| Westpac | 1.06% | 655 | \$ | 2,000,000 |
| Westpac | 0.70% | 270 | \$ | 1,500,000 |
| Westpac | 0.78% | 319 | \$ | 1,500,000 |
| Westpac | 0.90% | 347 | \$ | 2,500,000 |
| Westpac | 0.95% | 298 | \$ | 2,000,000 |
| Westpac | 2.28% | 683 | \$ | 1,500,000 |
| Total | | | \$ | 100,414,077 |

Investment Portfolio Summary

| Term to Maturity | Amount | Actual | Cumulative Actual | Cumulative Minimum | Policy Compliance |
|-----------------------------|-----------------------|--------|-------------------|--------------------|-------------------|
| Less than 3 months | \$ 32,848,323 | 28% | 28% | 20% | OK |
| Between 3 months and 1 year | \$ 55,514,077 | 47% | 75% | 40% | OK |
| Between 1 year and 2 years | \$ 22,000,000 | 19% | 94% | 50% | OK |
| Between 2 years and 4 years | \$ 7,000,000 | 6% | 100% | 85% | OK |
| More than 5 years | \$ - | 0% | 100% | 0% | OK |
| Total | \$ 117,362,400 | | | | |

| Long Term Rating | Institution | Policy Limit | Policy Compliance (Institution) | % of Portfolio | Amount |
|---------------------------|----------------------|--------------|---------------------------------|----------------|----------------------|
| AA- | CBA | 40% | OK | 25% | \$ 29,700,000 |
| | NAB | 40% | OK | 33% | \$ 38,867,318 |
| | Westpac | 40% | OK | 11% | \$ 13,000,000 |
| A+ | Macquarie | 20% | OK | 2% | \$ 2,014,077 |
| A | ING | 20% | OK | 1% | \$ 1,500,000 |
| | Bank Of | | | | |
| BBB+ | Queensland | 10% | OK | 8% | \$ 9,200,000 |
| BBB | AMP | 5% | OK | 3% | \$ 3,500,000 |
| | MyState Bank | 5% | OK | 3% | \$ 3,500,000 |
| | TCorp - Cash | | | | |
| TCorp Cash Fund | Fund | 30% | OK | 2% | \$ 2,256,485 |
| TCorp Growth Funds | TCorp - Long | | | | |
| | Term Growth | | | | |
| | Fund | 15% | OK | 3% | \$ 3,085,992 |
| | TCorp - | | | | |
| | Medium Term | | | | |
| | Growth Fund | 15% | OK | 5% | \$ 5,746,575 |
| | TCorp - Short | | | | |
| | Term Income | | | | |
| | Fund | 15% | OK | 1% | \$ 1,491,954 |
| BBB- | Judobank | 5% | OK | 3% | \$ 3,500,000 |
| Grand Total | | | | 100% | \$117,362,400 |

| Long Term Rating Group | Credit Policy Limit | Policy Compliance (SP Group) | % of Portfolio | Amount |
|--------------------------------|---------------------|------------------------------|----------------|----------------------|
| AAA to AA- | 100% | OK | 70% | \$ 81,567,318 |
| A+ to A- | 50% | OK | 3% | \$ 3,514,077 |
| BBB+ | 20% | OK | 8% | \$ 9,200,000 |
| BBB | 10% | OK | 6% | \$ 7,000,000 |
| TCorp Cash Fund | 30% | OK | 2% | \$ 2,256,485 |
| TCorp Growth Funds | 15% | OK | 8% | \$ 8,832,566 |
| TCorp Short Term Income | | | | |
| Fund | 15% | OK | 1% | \$ 1,491,954 |
| BBB- | 5% | OK | 3% | \$ 3,500,000 |
| Grand Total | | | 100% | \$117,362,400 |

9.5 Mudgee Aero Club Lease Proposal

REPORT BY THE PROPERTY COORDINATOR
TO 18 MAY 2022 ORDINARY MEETING
GOV400098, 26220

RECOMMENDATION

That Council:

1. **receive the report by the Property Coordinator on the Mudgee Aero Club Lease Proposal;**
2. **note, subsequent to the 16 March 2022 meeting, the Mudgee Aero Club, the General Manager and Mayor met to discuss specific issues that relate to the Mudgee Aero Club request; and**
3. **not approve the revised lease proposal by Mudgee Aero Club.**

Executive summary

This report is to consider a revision of the proposed lease of Lot 2 DP1271269 to the Mudgee Aero Club (the Club).

Disclosure of Interest

Nil

Detailed report

The Club have made a further submission subsequent to a meeting between the Club, the General Manager and Mayor, and Council Meeting and resolution of 16th March 2022 to not approve the proposed lease of Lot 2 DP1271269 at Mudgee Airport by the Club.

The submission seeks further consideration by Council and offers a revised lease proposal for Lot 2 DP12711269 (as per Attachment 1).

It is recommended that Council remain consistent with the strategic direction for development of the airport as identified in the Master Plan and in future only consider commercial applications in respect Lots 1-13 DP1271269.

The Club will be provided with an opportunity to lease land when development and subdivision in the northern precinct of the Airport is progressed by Council.

Community Plan implications

| Theme | Building a Strong Local Economy |
|----------|---|
| Goal | An attractive business and economic environment |
| Strategy | Support the expansion of essential infrastructure and services to match business and industry development in the Region |

Strategic implications

Council Strategies

Mudgee Regional Airport Masterplan 2015

Council Policies

Leasing and Licencing of Council Property Policy

Legislation

Not applicable

Financial implications

Not applicable

Associated Risks

Any approved development that contravenes the Mudgee Airport Master Plan 2015 and its recommended framework for development in the short, mid to long term could set a precedent for future disjointed development and lease applications that detract from the intended purpose and release of these lots to attract business to the Mudgee region.

KELLY BARNES
PROPERTY COORDINATOR

NEIL BUNGATE
ACTING CHIEF FINANCIAL OFFICER

5 May 2022

Attachments:

1. Mudgee Aero Club Revised Lease Proposal. (Confidential - separately attached)
2. Supplementary Information provided by Mudgee Aero Club.
3. Mudgee Aero Club History.
4. Report Council Meeting 16 March 2022 Mudgee Aero Club Lease Request.
5. Council Minute 16 March 2022 Mudgee Aero Club Lease request.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Establishment, Growth and Purpose of the

The Mudjee Aero Club was first formed in June 1947. Some training was carried out but lapsed after a time due to the lack of aircraft and other training facilities.

MUDJEE AERO CLUB

In September, 1953, a general meeting was called with a view to recommencing flying operations. Mr. Len Farrow was largely responsible for this step being taken and credit should be given to him. Seventeen members attended the meeting and permission was granted by the Department of Civil Aviation for the use of the old racecourse as an aerodrome.

Many things have been accomplished since the re-establishment of the club. The building of an aircraft hangar was the first of these and funds for the project were swelled considerably by generous monetary donations from the people of Mudjee and district. The erection of the hangar was done almost entirely by voluntary labour, club members giving up their free time so that the work could be done as speedily as

possible. A cement floor and sliding doors have since been added to complete the building, which is large enough to house at least four light aircraft.

Next came the installation of two underground fuel tanks and bowser type pumps. This has made it possible for aircraft to be refuelled at any time and much more speedily than before. It has also meant added revenue to the Club as the fuel is sold on a commission basis.

More recently electricity has been installed at the hangar building and power connected to the bowzers. A workshop has been built on the side of the hangar. Electric power has been connected to this also, and an engineer will be based at Mudjee to carry out all aircraft maintenance. The area immediately in front of the hangar has been levelled and

is now sealed with bitumen.

Wherever possible in all these undertakings members have given of their time and strength so that the work may be done at a minimum cost, whilst several builders, plasterers and a plumber have generously given their time and skill wherever required.

Plans are now being drawn up for the erection of a Flight Hut / Crew Room and it is hoped a start will be made before very long.

Membership has increased steadily and there are now ninety members in the Club. Training has been carried out regularly. Thirty members are actively flying, twelve of whom hold their Private Pilot's Licence, two of these have their Commercial Licences, and one other has his Commercial with Instructor's Endorsement. During their training, pilots have had ex-

perience in the handling of Tiger-Moth, Auster, and Chipmunk aircraft. Four members now have their own aircraft. Assistance has been given by the Club during the bushfire periods, when planes have been used for pin-pointing fires.

All flying training is done through Royal Newcastle Club, which has been one of the largest flying training organisations in the world. Mr. George Campbell is the Chief Flying Instructor and the friend and councillor to the Club on all flying matters. To him goes all credit for the large amount of flying that takes place.

At the present time persons desirous of learning to fly must expect to pay not less than £175 to obtain a Private Pilot's Licence as at least 40 hours' flying training is required to reach that standard.

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A History of Events Leading to Establishment of the Mudgee Aerodrome

The ultimate provision of an aerodrome near Mudgee is the result of a long period of close co-operative effort on the part of the Cudgegong Shire and Mudgee Municipal Councils.

The possibilities of the use of the present site as an aerodrome first came under notice when the Mudgee Sub-Branch of the R.S.S. and A.I.L.A. held an Air Pageant on the area (then the Mudgee Racecourse) in January, 1936. The Hon. Organiser of this Pageant was Mr. O. R. Thwaites.

This Air Pageant was an outstanding success and it focussed public attention upon the suitability of the area for aviation purposes. The R.S.S. and A.I.L.A., particularly, did much at this time to obtain the interest of all local public bodies with a view to the racecourse being used as a landing ground.

A close investigation into the question by the two Councils showed that there was no area of land close to the town of Mudgee as suitable for an aerodrome as the Mudgee Racecourse, particularly as the hills in the vicinity of the town automatically excluded some lands which might otherwise have been considered suitable.

Much discussion took place involving the Land Board, Local Trustees and Councils, until, finally, on 11th September, 1939, the Minister for Lands dissolved the Trust and appointed the Cudgegong Shire Council as Trustee, the area to be used as a racecourse and for public recreation and aviation purposes.

The area inside the race track was then cleared and graded and a license was granted by the Civil Aviation Department on 24th July, 1940, allowing single engined 'planes only to use the aerodrome.

In the interim World War II had broken out and the landing field was used as a satellite ground for pilots undergoing elementary training. Many patriotic ladies in the community will recall the hours they spent at the racecourse dispensing tea, etc., to these young pilots.

During the War years the site was seriously considered as the location of an Elementary Air Training School and it was believed in 1941 that Mudgee would be selected for this purpose. Unfortunately,

however, this did not eventuate. If it had, the town and district would have obtained free of cost an up-to-date aerodrome as is the case in some other centres.

After the war further efforts were frustrated as Council was bound to make provision for horseracing and many obstacles were encountered. The Department finally cancelled the Licence on 12th May, 1949, because the area was used for horseracing and the runways could not be extended.

The Councils, after the War, faced a seemingly insoluble situation; they had a ground which could be developed for aviation but the race track fence made any further move impossible.

It was decided to make one final effort to meet the position but the project planned was considered not possible of fulfillment by the most optimistic people. A public meeting was held on 6th September, 1946, to examine the question of bringing into being a Combined Sports Ground, provision to be made for horseracing on the site.

The various sporting bodies (including the several Race Clubs) strongly supported this move, realising that this was the only way in which the aerodrome could be established.

The Combined Ground Investigation Committee was set up and it performed yeoman work. Then the seemingly impossible happened. On 17th September, 1947, the Lands Department offered the Cudgegong Shire Council a grant of £4,000 towards the acquirement of an area owned by Mr. W. J. Caughey, local interests to provide the balance of the purchase price.

However, this did not speedily resolve matters. Protracted negotiations took place and it was not until 31st March, 1950, that the Cudgegong Shire Council was in a position to advise the Department that the necessary additional funds were available and that the Combined Ground could be acquired. The new Combined Ground was vested in the Cudgegong Shire on 4th September, 1952, and the pow-

ers of control and development of this area were placed in the hands of the Combined Ground Committee, which is still improving the ground and hopes to be in a position soon to hold the first race meeting on the new track.

The way was now open for a final approach to the problem, but it was found that the requirements of the Civil Aviation Department had so tightened up that no design which had been prepared by the Councils measured up to modern standards.

The Civil Aviation Department finally decided to send a technical team to clear up all questions regarding suitability, and on 21st October, 1953, the Department forwarded a design of an aerodrome of DC3 or equivalent standard which complied fully with all conditions.

This design was revolutionary compared with previous designs, and the aerodrome as it now exists conforms with these plans.

The question of finance and acquisition of additional land now became the final obstacles to surmount and, on 1st October, 1954, the Mudgee Municipal and Cudgegong Shire Councils entered into an agreement under which the latter became responsible for such matters as construction and maintenance and the former pledged itself to pay one half of the loan instalments and the cost of upkeep.

Additional land had to be acquired from some five or six properties in the locality to allow runways to be provided and it is gratifying to state that, whilst no landowner desired interference with his or her land, every person concerned met the Council's wishes willingly and under quite reasonable financial terms.

Whilst negotiations were in progress on the matter of land acquirement, arrangements were made with the Commonwealth Bank to borrow amounts totalling £20,000, and the first work of construction (the fencing of the land) commenced in January, 1955.

The works carried out con-

sisted of fencing, clearance of trees, cutting and filling to proper gradients, consolidation, planting of the main strip with couch, rye and clover, diversion of electricity transmission lines, lowering and painting of telephone lines, provision of signal square, cone and gable markers, provision of an up-to-date terminal building and water tanks, construction of access roads.

The main runway is 6,020 feet in length and the secondary strip is 4,500 feet.

The area of the original racecourse was 144 acres and the total area involved in the aerodrome is 227 acres.

The total cost of the project (including acquisition, legal expenses, etc.) to 31st March, 1958, is £18,052 and, unless some unforeseen difficulty presents itself, the project should be completed for the original estimated amount.

The licence for the 'drome was issued on 7th March, 1958, and Butler Air Transport Pty. Ltd. made its first regular service flight on 10th March, 1958.

It has been a long hard road from the dream of January, 1936, to the arrival of the first passenger 'plane inaugurating a regular air service on 10th March, 1958, and to the official opening of the aerodrome on 3rd May, 1958, and many obstacles have been overcome in this period. It is, however, an example of what can be achieved by consistent and co-operative effort, and the Mudgee Municipal Council and the Cudgegong Shire Council can look back over the years on a job well done.

The benefits which accrue from a direct air link with the capital city are inestimable and it now only remains for the people of this town and district to give the service such patronage as will ensure that it pays the operator to give continuity and regularity of service. The aerodrome has been constructed mainly with an air service in view and an air service will only operate where the facilities exist and the demand warrants it.

9.2 Mudgee Aero Club Lease Request

REPORT BY THE PROPERTY CO-ORDINATOR
TO 16 MARCH 2022 ORDINARY MEETING
GOV400098, F0470002

RECOMMENDATION

That Council:

1. **receive the report by the Property Co-ordinator on the Mudgee Aero Club Lease Request;**
2. **acknowledge the key objectives of the Mudgee Regional Airport Master Plan 2015, as Attachment 3, and only consider commercial lease applications in respect to the South East Development Zone identified as Lots 1-13 DP1271269 at Mudgee Airport;**
3. **accept the rental valuation determination for Lots 1-13 by City Valuers as at 11 October 2021, as per Confidential Attachment;**
4. **note that authority has been previously approved for the General Manager to negotiate the rental amounts for no more than 10% less than the rental valuation for all 13 lots;**
5. **not approve the proposed lease of Lot 2 DP1271269 to the Mudgee Aero Club as they do not meet the criteria for commercial development; and**
6. **note that under the Mudgee Regional Airport Masterplan 2015 there may be future release of land at the airport that may be a better fit for not-for-profit groups such as the Mudgee Aero Club.**

Executive summary

Council has received a request from the Mudgee Aero Club (the Club) to lease vacant land (attachment 1) being lot 2 DP1271269 in the recent 15 lot subdivision located in the South East Development Zone (SEDZ) at Mudgee Airport.

This report is to confirm Councils commitment to the Mudgee Regional Airport Masterplan 2015 (the Master Plan) and its recommendation to retain this area strategically for commercial development only and acknowledge that future land development and release in the northern area at the Mudgee Airport would be a longer term, better fit for the Club.

Disclosure of Interest

Nil

Detailed report

Council has received a request from the Club in respect to leasing Lot 2 DP1271269 (attachment 2) for development into an additional hangar space to expand their existing facilities. The Club have also requested that Council consider heavily reducing the lease fees. Please refer to the confidential

attachments – valuation report – for an outline of the recommended annual return for each available lot (attachment 4).

The Club presently lease Lot 3 DP1003936, Lot 5 DP1003936 and Lot 8 DP1133385 at Mudgee Airport. The permitted use of these sites under their lease are for Club House (Lot 3) and Aircraft Hangar & related storage (Lot 5 & 8), although it is also noted that Airbnb type accommodation is also offered at one of these sites.

The Master Plan has established a framework for the future development and release of land at the Airport. The key trends identified in the Master Plan, forecasts future aviation industry growth through supply of available, specifically developed land suitable for commercial purpose. Through implementation of the Master Plan, Council recently implemented SEDZ through registration and subdivision of 13 industrial lots, created strategically to attract aviation business to the Mudgee region. These lots will soon be advertised for commercial lease and development, with adoption of recommended lease yields and within the scope of the General Managers authority to negotiate.

Additionally, Council recently acquired Lot 63 DP618063 for expansion of the Airport to the north and as recommended in the Master Plan, this land may be subdivided for release and is considered better suited to community lease applications such as the Mudgee Aero Club.

It is also recommended that Council remain consistent with the strategic direction for development of the airport as identified in the Master Plan and in future only consider commercial applications in respect to Lots 1-13 DP1271269.

Community Plan implications

| Theme | Looking After Our Community |
|----------|--|
| Goal | Effective and efficient delivery of infrastructure |
| Strategy | Provide infrastructure and services to cater for the current and future needs of our community |

Strategic implications

Council Strategies

Mudgee Regional Airport Masterplan 2015

Council Policies

Leasing and Licencing of Council Property Policy

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Any approved development that contravenes the Master Plan and its recommended framework for development in the short, mid to long term could set a precedent for future disjointed development applications that detract from the intended purpose and release of these lots to attract business to the Mudgee region.

MID-WESTERN REGIONAL COUNCIL | ORDINARY MEETING - 16 MARCH 2022
REPORT 9.2

87

KELLY BARNES
PROPERTY CO-ORDINATOR

NEIL BUNGATE
ACTING CHIEF FINANCIAL OFFICER

22 February 2022

Attachments: 1. Mudgee Aero Club Request. (separately attached)
2. Lot 2 DP1271269. (separately attached)
3. Mudgee Regional Airport Master Plan 2015. (separately attached)
4. City Valuers - Rental Valuation Determination. (Confidential - separately attached)

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



MID-WESTERN REGIONAL COUNCIL

COUNCIL MEETING EXTRACT
COUNCIL MEETING: 16 MARCH 2022

9.2 MUDGEEO AERO CLUB LEASE REQUEST

GOV400098, F0470002

01/22

MOTION Cavalier / Shelley

That Council:

1. receive the report by the Property Co-ordinator on the Mudgee Aero Club Lease Request;
2. acknowledge the key objectives of the Mudgee Regional Airport Master Plan 2015, as Attachment 3, and only consider commercial lease applications in respect to the South East Development Zone identified as Lots 1-13 DP1271269 at Mudgee Airport;
3. accept the rental valuation determination for Lots 1-13 by City Valuers as at 11 October 2021, as per Confidential Attachment;
4. note that authority has been previously approved for the General Manager to negotiate the rental amounts for no more than 10% less than the rental valuation for all 13 lots;
5. not approve the proposed lease of Lot 2 DP1271269 to the Mudgee Aero Club as they do not meet the criteria for commercial development; and
6. note that under the Mudgee Regional Airport Masterplan 2015 there may be future release of land at the airport that may be a better fit for not-for-profit groups such as the Mudgee Aero Club; and
7. organise a meeting between the Mudgee Aero Club, the General Manager, Mayor and any Councillors that wish to attend, to discuss specific issues that relate to the Mudgee Aero Club request.

The motion was carried with the Councillors voting unanimously.

Item 10: Operations

10.1 Cox Street Rail Crossing

REPORT BY THE DIRECTOR OPERATIONS
TO 18 MAY 2022 ORDINARY MEETING
GOV400098, TRA300009

RECOMMENDATION

That Council:

1. **receive the report by the Director Operations on the Cox Street Rail Crossing;**
2. **not pursue opening the Cox St Rail crossing at this time; and**
3. **consider any rail crossing openings in line with an updated Traffic Management Study for the Mudgee Township.**

Executive summary

Council at its 18 March 2020 meeting passed the following Notice of Motion from Councillor Holden:

“Council investigate the re-opening of the crossing over the rail line on Cox St”.

The opening of rail level crossing requires approval of the relevant rail authority, TfNSW and needs to comply with TfNSW ‘Construction of New Level Crossing policy’

To minimise the risk to the public TfNSW has developed a policy position that building new level crossings is to be avoided wherever possible and all other options including grade separation and use of existing level crossings should be explored before a new level crossing is proposed.

While the rail line through Mudgee is not operational at this time it is not a closed line. Should the line become operational in the future Council could be required to close the crossing, fund a separated grade crossing or significantly upgrade the crossing.

The Mudgee Township Traffic Management Study 2014, specifically investigated the opening of the Cox St rail crossing and found the opening of this crossing was not required from a traffic point of view. While the study is now eight years old it did project future traffic volumes. It is considered this study should be updated in relation to the opening of the rail crossing.

Considering the policy position of TfNSW and Council’s finding in the 2014 Traffic Management Study, it is not recommended to open the rail crossing on Cox St at this time.

Disclosure of Interest

Nil

Detailed report

Council at its 18 March 2020 meeting passed the following Notice of Motion from Councillor Holden:

“Council investigate the re-opening of the crossing over the rail line on Cox St”.

The opening of rail level crossing require approval of the relevant rail authority TfNSW and comply with the ‘Construction of New Level Crossing policy’

To minimise the risk to the public TfNSW has developed a policy position that building new level crossings is to be avoided wherever possible and all other options including grade separation and use of existing level crossings should be explored before a new level crossing is proposed.

Advice was also sought from John Holland Rail who managed the Country Network for TfNSW. Advice from John Holland Rail was that for TfNSW to consider a new level crossing Council would need to provide evidence that:

- Council had exhausted every other avenue available in relation to access including grade separation;
- An analysis of possible risks associated with a new level crossing and the management measures proposed to mitigate these risks;
- Any opportunities to use existing level crossings, and;
- A comprehensive analysis of traffic patterns supporting the proposal.

While the rail line through Mudgee is not operational at this time it is not a closed line. Should the line become operational in the future Council could be required to close the level crossing, fund a separated grade crossing or significantly upgrade the crossing.

The Mudgee Township Traffic Management Study 2014, specifically investigated the opening of the Cox St rail crossing. The Study found:

“the re-opening of Cox St at the rail crossing is not considered necessary from a traffic point of view. However, as this matter has been raised in the past, Council may consider as development takes place in the west and south-west Mudgee, the need to provide an additional railway crossing by re-opening Cox Street”

This study is now eight years old and traffic volumes and patterns may have changed with development over that time. Prior to further considering the re-opening of the Cox Street rail crossing it is considered imperative that the 2014 Traffic Management Study be updated to consider the growth of Mudgee, impact on nearby intersections and be able to demonstrate the need for the opening of the rail crossing.

Community Plan implications

| Theme | Connecting Our Region |
|----------|---|
| Goal | High quality road network that is safe and efficient |
| Strategy | Provide traffic management solutions that promote safer local roads and minimise traffic congestion |

Strategic implications

Council Strategies

Mudgee Township Traffic Management Study 2014

Council Policies

Not applicable

Legislation

Transport for NSW Construction of New Level Crossing Policy

Financial implications

There are no financial implications from this report. Updating the 2014 Traffic Management Study or undertaking a specific traffic study just relating to Cox St Rail Crossing will require a budget amendment to the Operational Plan.

Associated Risks

Nil

JULIAN GEDDES
DIRECTOR OPERATIONS

12 April 2022

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

10.2 Sealing Grimshaw Lane

REPORT BY THE WORKS TECHNICAL OFFICER
TO 18 MAY 2022 ORDINARY MEETING
GOV400098, ROA100296

RECOMMENDATION

That Council:

1. **receive the report by the Works Technical Officer on the Sealing Grimshaw Lane;**
2. **approve the sealing of 370m of Grimshaw Lane with a contribution from the applicants for the cost of the seal and a condition that payment is received prior to any works commencing; and**
3. **amend the 2021/22 Operational Plan to include the sealing of Grimshaw Lane for \$19,160, funded from \$17,600 contribution from the applicant, and an additional \$1,560 from existing maintenance budgets.**

Executive summary

At the Council meeting of 16th September 2020, Council resolved to upgrade and maintain the 1.8km Grimshaw Lane that was formally unmaintained. The road was put on the maintained road list and upgraded to a maintained road condition.

A resident of Grimshaw Lane has now requested that the 370m of road bordering their property be sealed under the provisions within the Bitumen Sealing of Gravel Roads Policy. This report outlines the financial impacts and benefits of the upgrade works.

Disclosure of Interest

Nil

Detailed report

Council's Bitumen Sealing of Gravel Roads Policy makes provision for residents to apply to Council for consideration to seal sections of gravel road. The cost of the sealing is borne by the applicant while Council prepares the base ready for seal.

Following the upgrade of Grimshaw Lane, a resident has requested that the road be sealed under the provisions within the Bitumen Sealing of Gravel Roads Policy.

It is recognised that the sealing of the road would provide significant benefits to the residents as they are willing to invest in the seal. The recent upgrade to a maintained road has resulted in this length only requiring a day of maintenance to prepare it for sealing, and therefore it is recommended that Council approve the works. The applicant will seal to the intersection of Zimmmer Lane, leaving 1.43km for Council to maintain.

Community Plan implications

| Theme | Connecting Our Region |
|----------|---|
| Goal | High quality road network that is safe and efficient |
| Strategy | Provide a roads network that balances asset conditions with available resources and community needs |

Strategic implications

Council Strategies

Council's strategy is to continue to prioritise seal extensions throughout the region. This report recommends approval for sealing because the residents are prepared to significantly financially contribute to the upgrade of the road.

Council Policies

The Bitumen Sealing of Gravel Roads Policy makes provision for applicants to apply to Council for consideration of sealed unsealed roads with certain conditions including payment of contributions by the applicant.

Legislation

Not applicable

Financial implications

The cost to undertake the capital upgrade is \$19,160. This involves a cost of \$1,560 to Council for the preparation of base for seal, and a cost to the applicant of \$17,600 for the initial two coat bitumen seal. It is recommended that the \$1,560 be funded from maintenance grading budget to cover the full cost of preparation of the base for seal.

Future cost to Council is generally greater for a sealed road than an unsealed road. Should Grimshaw Lane be sealed, the future costs will involve a reseal after 13 years and rehabilitation after 39 years, estimated at \$44,000 based on today's rates. Should Grimshaw Lane remain as an unsealed road, the future costs will involve grading every 24 months and re-sheeting after 13 years, estimated at \$35,000 based on today's rates.

The capital costs will increase overall, however as grading will no longer be necessary, the operating costs will decrease and improve the operating ratios in future years.

| Budget Year | Operating Performance Ratio | Own Source Revenue | Building & Infrastructure Renewal |
|--------------|-----------------------------|--------------------|-----------------------------------|
| 2021/22 | — | ✗ | ✗ |
| Future Years | ✓ | — | ✗ |

Associated Risks

As discussed in the financial implications, this report sets a positive precedent in terms of residents making a contribution towards sealing of roads for their benefit, reducing the risk of future resident claims to seal roads without a contribution.

NICOLE CASSIDY
WORKS TECHNICAL OFFICER

JULIAN GEDDES
DIRECTOR OPERATIONS

3 May 2022

Attachments: 1. Grimshaw Lane Seal Extension Map.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Created on 3/05/2022 4:22 PM



Mid-Western Regional Council
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25 Market Street
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10.3 Local Government Recovery Grants

REPORT BY THE DIRECTOR OPERATIONS

TO 18 MAY 2022 ORDINARY MEETING

GOV400098, GRA600016

RECOMMENDATION

That Council:

1. **receive the report by the Director Operations on the Local Government Recovery Grants;**
2. **accept \$1,000,000 in grant funding from the Australian and NSW Government under the Local Government Recovery Grants Program;**
3. **amend the 2021/2022 Operating Budget to allocate \$422,000 to recovery and repair activities caused by the March 2022 flood event including project management costs; and**
4. **amend the 2021/2022 Operating Budget to allocate \$578,000 for enhancement of Coricudgy Road via a seal extension project.**

Executive summary

Council has received \$1,000,000 under the Local Government Recovery Grants after making a declaration due to an event in March 2022. The Grant is jointly funded by the Australian and NSW Government and was made to all eligible Councils that made a disaster declaration. The payments were made to Councils to assist them in undertaking immediate recovery activities, addressing emerging needs and help build community resilience.

Disclosure of Interest

Nil

Detailed report

A \$1,000,000 payment has been made to Council to assist with recovery and resilience activities associated with a flooding event in March 2022. The funding has been provided in advance of any applications for funding.

The objective of the program is to deliver immediate flexible grants to local councils for projects which support economic and social recovery projects at a local level. Funding aims to support restoration and recovery activities that:

- Are eligible activities under Cat A and / or cat B of the DRFA; and /or
- Are not otherwise eligible through existing support measures, but can demonstrably strengthen community resilience and reduce the impact future natural disasters will have on communities.

The use of the funds is proposed to be used for immediate recovery works to damaged public assets and future resilience works by improving road access and serviceability of Coricudgy Road.

While Council is not required to wait for approval to commence works to restore damaged infrastructure, a list of the works must be submitted for approval within three months of receiving the funding. Resilience or enhancement works are subject to application and approval. These applications have not yet been made by Council as the process to facilitate these applications is yet to be released. If the project as per recommendation 4 is not formally supported through the application process, additional resilience projects will be considered and recommended to Council.

Council's assets that have been damaged and have been repaired or need repair are:

Nulla Mountain Road
Jack Tindale Park Roads
Rylstone Showground Roads
Rylstone Showground Tables
Sammy Flat Fence
Section of Coricudgy Road
Olinda - clean-up of trees and minor damage to Council roads and RFS tank

All works including enhancement works or other eligible projects must be completed by 30 June 2024.

Community Plan implications

| Theme | Connecting Our Region |
|----------|---|
| Goal | High quality road network that is safe and efficient |
| Strategy | Provide a roads network that balances asset conditions with available resources and community needs |

Strategic implications

Council Strategies

Not applicable

Council Policies

Not applicable

Legislation

Roads Act

Financial implications

The funding agreement provides for 100% grant funding that has been provided in advance of any application process. No contribution is required by Council. A budget allocation is recommended to accept the funding.

| Budget Year | Operating Performance Ratio | Own Source Revenue | Building & Infrastructure Renewal |
|-------------|-----------------------------|--------------------|-----------------------------------|
| 2019/20 | — | ✗ | ✓ |

| | | | |
|--------------|---|---|---|
| Future Years | - | x | ✓ |
|--------------|---|---|---|

Associated Risks

The \$1,000,000 funding has been provided for Council's use ahead of any application process. Council has the obligation to ensure the funding is spent on eligible projects or there is the potential that grant funds will not be paid for ineligible projects.

It is quite clear that urgent repair works can be undertaken as part of the funding arrangement. To minimise risks, additional projects will not be committed to until formal applications are made and approved by the Office of Local Government and Resilience NSW. An application process is due to be released by the Office of Local Government via the Smarty Grants Portal to facilitate this process.

JULIAN GEDDES
DIRECTOR OPERATIONS

4 May 2022

Attachments: Nil

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Item 11: Community

11.1 Pump Track

REPORT BY THE MANAGER - RECREATION SERVICES
TO 18 MAY 2022 ORDINARY MEETING
GOV400098, GOV400098, A0100035, GOV400022

RECOMMENDATION

That Council:

1. **receive the report by the Manager - Recreation Services on the Pump Track;**
2. **support in principle the development of an asphalt Pump Track at the Glen Willow Regional Sporting Complex;**
3. **investigate grant opportunities to obtain funding for the Pump Track; and**
4. **endorse an update to the Glen Willow Master Plan to include the future Pump Track.**

Executive summary

This report seeks Council's support for the development of an asphalt pump track at the Glen Willow Regional Sporting Complex with an estimated project budget of \$500,000. An updated Glen Willow Master Plan has been supplied to detail the pump track location and seek endorsement for the amended stage 3 plan.

Disclosure of Interest

Nil

Detailed report

Mid-Western Regional Council supports and encourages healthy and active living through the provisions of sporting, cultural and recreation opportunities and initiatives. The research continues to reveal that increased participation in physical activity enhances cognitive function, memory, concentration, behaviour and academic achievement for young people. It is therefore important that Council continue to provide opportunities for physical activities that will appeal to a wide range of backgrounds at minimal costs to community members.

Cycling activities are becoming a rapid growing area of interest both within the Mid-Western Community and state-wide across a wide range of ages. Activities include track and road cycling (including criterium), mountain bike trails and BMX/pump tracks. Locally, there has been a high level of support from the community for the development of a pump track to which will continue to compliment facilities such as skate parks and outdoor court based facilities.

A number of unauthorised BMX sites have been identified across the Mid-Western Local Government area, these unsupervised facilities pose significant risk to the community and the environment. While Council staff continue to monitor and review the removal of such sites it highlights that there is a strong need for additional recreation facilities in this category. Such facility would attract and provide multiple active living health and well-being benefits.

A pump track is generally defined as a specifically designed track that allows riders to roll and 'pump' off the tracks features gathering momentum and speed as you move around the track. Tracks are primarily used by bikes however can also be used by scooters, skateboards and rollerblades. The design of the circuit determines the targeted age/ability level to which is a significant consideration when designing such a facility. Other considerations include:

- Pump tracks are typically located nearby other recreation facilities such as skate parks and sportsgrounds
- Common construction materials offered include modular, dirt, asphalt or concrete material options
- Supporting infrastructure such as toilet facilities, shade, seating, water bubbler, car parking, fencing and bike stands need to be considered with any design and location

The table below depicts a brief summary of each construction material investigated by Council staff for the construction of a pump track.

| Material | Comments |
|----------|---|
| Modular | <ul style="list-style-type: none"> • Made from either composite, pre-cast concrete or fiberglass • Often portable and regarded as a safe design option • Predominately single track only • Low on-going maintenance |
| Dirt | <ul style="list-style-type: none"> • Basic and most economical material option • Require regular maintenance and potentially compromise safety as a result of maintenance requirements |
| Asphalt | <ul style="list-style-type: none"> • Currently the most popular material option to which supports multiple inter-crossing tracks • Relatively low maintenance (being compacted road base with asphalt top) • Potentially compromised surface in extreme heat |
| Concrete | <ul style="list-style-type: none"> • More advanced and high costs • Require additional earthworks and often difficult to not compromise design and geometry of track (formwork) |

An asphalt pump track has been deemed the most suitable to meet the needs of the community. While more costly to construct, it would have several long term advantages. As the track is formed and compacted and covered in asphalt, it would not be subjected to the same degree of wear and tear as a dirt pump track making maintenance minimal. The track would be accessible in wet weather and available all year-around. Whilst possibly still requiring maintenance overtime, this would be deemed minor only as an asphalt track would not be needed to be repaired after major rain events (and possibly flood events) and is expected to last more than 20 years without major renovation/upgrades. An asphalt track also easily supports multiple interconnecting circuits.

Several locations were considered when determining a suitable site for a pump track within the region. A summary of the preferred locations and comments have been captured in the table below.

| Site | Comments |
|---------------------------------------|---|
| Glen Willow Regional Sporting Complex | <ul style="list-style-type: none"> • Compliments current and future infrastructure such as car parking and toilet facilities • Already boast healthy pathway/linkage network that continues to promote active living • Abundant carpark facilities available |
| West End Sporting Complex | <ul style="list-style-type: none"> • Toilet facilities currently available • Currently underutilized site • Limited pathway linkages |
| Victoria Park, Mudgee | <ul style="list-style-type: none"> • Close proximity to existing skate park • Central location • Limited to no space for expanded track network catering for varying ages |

Based on the pump track investigations, it is recommended that Council support the development of a pump track and actively pursue grant opportunities to fund the project. Given the active recreation 'hub' facilities that are proposed at the Glen Willow Regional Sporting Complex in Stage 3, it is recommended that the pump track facility be developed at the location identified in the amended masterplan attached to this report. The site location is further supported through directional signage from a visitor/tourist perspective to such a facility already being available.

Other recommendations include:

- Actively pursue grant funding to enable the project to be undertaken
- Endorse asphalt as the preferred material option
- Provide an inter-linked course that caters for varying difficulty- aiming to provide a minimum of 3 circuits and acknowledge that 4 circuits to be an ideal outcome
- Recognize supporting infrastructure that would be required such as shading, fencing, seating and water bubbler
- Continue to undertake ongoing engagement with potential users of the facility and broader community on course design and track feature inclusions
- Investigation into additional cycling facilities across other region centres be considered as part of the new Recreation Stagey

Community Plan implications

| Theme | Looking After Our Community |
|----------|--|
| Goal | Effective and efficient delivery of infrastructure |
| Strategy | Provide infrastructure and services to cater for the current and future needs of our community |

Strategic implications

Council Strategies

Recreation Strategy

Council Policies

Not applicable

Legislation

Not applicable

Financial implications

Funding for an asphalt pump track is not available in the current budget. It is recommended that Council endorse the project in principle to enable staff to seek relevant grant funding opportunities. It is proposed that an estimated budget of \$500,000 be used for planning purposes. A request for a commitment of Council funds to include with grant funding may come to Council at a later date.

Associated Risks

Physical injury to facility users would be moderate however users would be required to utilise the facility at their own risk. Council would assist with risk mitigation through regular track inspections and maintenance as required.

PETER RAINES
MANAGER - RECREATION SERVICES

SIMON JONES
DIRECTOR COMMUNITY

8 April 2022

Attachments: 1. Amended Stage 3 Glen Willow Masterplan (with Pump Track location).

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

GLEN WILLOW REGIONAL SPORTS COMPLEX STAGE 3 PLAN

- STAGE 3
- BUILDINGS
- SHEDS / SERVICES INFRASTRUCTURE
- PROPOSED FUTURE WALKING PATHS/CYCLEWAY
- WALKING PATH
- NEW ACCESS ROAD
- DRAINAGE CORRIDOR
- ***** PROPOSED TREE PLANTINGS



GLEN WILLOW REGIONAL SPORTS COMPLEX

ACTIVE RECREATION ZONE DEVELOPMENT

-  BUILDINGS
-  SHEDS / SERVICES INFRASTRUCTURE
-  PROPOSED FUTURE WALKING PATHS/CYCLEWAY
-  WALKING PATH
-  NEW ACCESS ROAD
-  DRAINAGE CORRIDOR
-  PROPOSED TREE PLANTINGS



11.2 Community and Cultural Services - January to March 2022 Quarterly Report

REPORT BY THE MANAGER, COMMUNITY & CULTURAL SERVICES
TO 18 MAY 2022 ORDINARY MEETING
GOV400098, COV400098, COS300010

RECOMMENDATION

That Council:

1. **receive the report by the Manager, Community & Cultural Services on the Community and Cultural Services - January to March 2022 Quarterly Report; and**
2. **note the recent services provided and activities coordinated by Council's Community and Cultural Services Department.**

Executive summary

This report aims to familiarise Council with services and activities provided by its Community and Cultural Services Department and to inform it for issues and events of note that arose during the period 1 January to 31 March 2022.

Disclosure of Interest

Nil

Detailed report

Details of Community and Cultural Services' quarterly activities, events, milestones and points of interest are contained within the attachment to this report. Of particular interest:

- Community Transport is in great need for new volunteer drivers to join the team;
- Council continues to consult with the Olinda community with respect to recovery and resilience projects;
- Youth Services staff remain busy with activities rolled out across the region for local youth becoming increasingly popular;
- Family Day Care child care vacancies remain highly sought after by local families.

Community Plan implications

| Theme | Looking After Our Community |
|----------|--|
| Goal | Effective and efficient delivery of infrastructure |
| Strategy | Provide infrastructure and services to cater for the current and future needs of our community |

Strategic implications

Council Strategies

Not applicable

Council Policies

Not applicable

Legislation

Not applicable

Financial implications

Not applicable

Associated Risks

Not applicable

FIONA SHEARMAN
MANAGER, COMMUNITY & CULTURAL
SERVICES

SIMON JONES
DIRECTOR COMMUNITY

2 May 2022

Attachments: 1. Community and Cultural Services Quarterly Reports - January to March 2022.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

COMMUNITY DEVELOPMENT

Mudgee and Gulgong Interagency

A guest speaker from Bila Muuji Aboriginal Corporation Health Service attended the February 2022 meeting and discussed the potential to establish a Community Drug Action Team group in Mudgee in the near future. Other issues discussed during the February and March meetings included Centrelink payments (including those relating to people affected by COVID-19, bushfires and flooding) and accommodation shortages.

Kandos and Rylstone Interagency

The Kandos and Rylstone Interagency meetings to date this year have had a strong focus on local housing shortages. The Government funded 'Link to Home' service (this service provides crisis accommodation) has been particularly impacted having been inundated partly by casual workers relocating from metropolitan areas without pre-arranged accommodation options. It was noted that Kandos did have crisis accommodation but no suitable public transport options.

An information session was also rolled out to both interagency groups on the topic of 'School Refusal' which is becoming increasingly prominent due to COVID lockdowns and home schooling arrangements.

Seniors Week

The 2022 Seniors Festival was celebrated from 25 March to 3 April with lunches in Gulgong, Mudgee, Rylstone and Kandos, including the presentation of the Seniors Citizen of the year Award for each town. The Committee also organised a concert with morning tea in Mudgee that was attended by 120 guests.

Wirambili-yanhi Wirambili Walan Indigenous Plants Community Garden establishment

Verbal confirmation of a \$20,000 grant from NIAA (National Indigenous Australians Association) for the community garden has been received. Once funding is formally confirmed, stakeholders are ready to commence works, including earthworks and setting up garden beds and a yarnning circle, establishing water tanks and purchasing gardening equipment and plants.

COMMUNITY TRANSPORT

Statistics by funding

| | |
|--------------------------------------|-----|
| Commonwealth Home Support Program | 558 |
| Community Transport Program | 107 |
| National Disability Insurance Scheme | 99 |
| Department of Veterans Affairs | 22 |
| Health Related Transport | 57 |
| Full cost recovery | 70 |
| Total | 913 |

Volunteers

Volunteer numbers and availability have fluctuated due to illness or being able to travel now COVID restrictions have lifted. There are currently only two drivers willing to transport clients to and from Sydney. A campaign to recruit new volunteer drivers is currently underway.

All volunteer drivers will attend first aid training shortly as is required under Commonwealth Home Support Program guidelines.

General

Demand for transport is rising again due to medical specialists returning to the regional practices, elective surgery recommencing and COVID restrictions easing. The ability to pool clients within cars again is assisting to keep unmet demand low.

CULTURAL SERVICES

Guido Maestri: Stories from Homedale exhibition

Once the region came out of lockdown, visitorship over the holiday period increased, with a total of 6,754 people enjoying the inaugural exhibition. All works comprising the exhibition were sold by Guido's gallery, including 'Return to Berkeley's Creek' which was purchased by the prestigious Art Gallery of South Australia.

Linda Jackson: Retreat, Regeneration, Reflection exhibition

Mudgee Arts Precinct's second exhibition, Linda Jackson AO: 'Retreat, Regeneration, Reflection' opened in mid-January. The photographic exhibition explored a year documenting Linda's property near Kandos after the 2020 bush fires devastated the area. In total, 4,240 visitors came through Mudgee Arts Precinct throughout the period of the exhibition and Mudgee Region Tourism estimates that approximately a quarter of these attended especially to see Linda's exhibition. These numbers were down from the gallery's inaugural exhibition.

Linda's exhibition was accompanied by artist's talks and personal tours by the artist herself which were all largely well patronised. The Precinct also co-hosted the 'Colourful Recovery Day' with Council and Resilience NSW. Visiting services included Gateway Family Services, the RFS and Fire & Rescue who assisted in delivering the message of art providing assistance in recovering from the harm caused by bushfires, as well as resilience in the community.

Animation Introduction Workshop

The Cultural Officer hosted a workshop for local youth in January which introduced a brief history of animation and explored its diversity as a medium. The practical component allowed participants to build their own DIY Thaumatrope (a pre-cinematic optical illusion device).

Council's Cultural Officer continues to forge strong relationships with the art teachers from the local schools, with smaller groups starting to attend the exhibitions once they were able to have excursions. It appears that many teachers are starting to link their curriculums to coincide with forthcoming exhibitions at the gallery.

Digital Engagement

Mudgee Arts Precinct continued with the content for educational videos that are supported by a grant from Museums & Galleries NSW's 'Let's Get Digital' program. Linda Jackson was interviewed with further imagery created by the Cultural Officer for our Making Conversations on Mudgee Arts Precinct's YouTube Channel.

| January - March 2022 | | |
|----------------------|--------------------------|-------------------------|
| Facebook | | |
| Facebook Page Reach | Facebook Page Visits | New Facebook Page Likes |
| 13381 | 974 | 187 |
| Instagram | | |
| Instagram Reach | Instagram Profile Visits | New Instagram Followers |
| 2138 | 508 | 98 |
| YouTube | | |
| Views | | |
| 108 | | |

Town Hall Cinema

The Mudgee Town Hall Cinema continued its partnership with the combined Rotary Clubs of Mudgee. Screenings throughout January and February had restricted ticket sales due to NSW Public Health Orders. In March ticket sales returned to full capacity with the cinema exhibiting advanced charity screenings of The Duke. Rotary donated its entire proceeds from the March movie weekend to 'End Polio Now'.

| JANUARY | |
|-------------------------|------------|
| FILM | VISITORS |
| Ainbo: Warrior Princess | 53 |
| No Time To Die | 106 |
| TOTAL | 159 |

| FEBRUARY | |
|--------------------------|------------|
| FILM | VISITORS |
| Clifford The Big Red Dog | 147 |
| West Side Story | 179 |
| TOTAL | 326 |

| MARCH | |
|-------------------------|------------|
| FILM | VISITORS |
| The Duke | 92 |
| Ghostbusters: Afterlife | 91 |
| House of Gucci | 120 |
| TOTAL | 303 |

LGA Funding

Council has submitted an application for further funding from Create NSW and will be notified in early May 2022. The funding will enable us to continue to program exhibitions of artistic excellence, the accompanying educational resources, digital resources, the exhibition openings and ensure the artists and curators are properly compensated.

FAMILY DAY CARE

Family Day Care continues to provide education and care to the families within Mudgee, Gulgong and Kandos, as well as Wellington.

In January, educator numbers reduced to twelve: seven in Mudgee, one in each of Gulgong and Kandos, and three in Wellington. Recruitment of additional educators continues, with a prospective educator in Gulgong having moved into the second stage of recruitment (training).

The Family Day Care waiting list continues to grow with currently 16 families seeking care for their children (predominantly aged under 3 years).

The pandemic is still having a negative impact on our educators and families – if an educator's household member contracts COVID, they are required to close and are unable to provide education and care to the children and families. This impacts their income as well as that of the Scheme; the levies charged are generated from the hours and days an educator is operating.

MEALS ON WHEELS

Statistics

Main meals

| | |
|----------|------|
| January | 591 |
| February | 583 |
| March | 704 |
| TOTAL | 1878 |

Frozen meals

| | |
|----------|----|
| January | 8 |
| February | 8 |
| March | 11 |
| TOTAL | 27 |

Clients

32 active clients

Volunteers

109 volunteers in total.

It is now mandatory for Commonwealth Home Support Program funded services to ensure all staff and volunteers be fully vaccinated.

RECOVERY AND RESILIENCE

Colourful Recovery community engagement

In March, the arts and local emergency and recovery services joined forces to inform and educate as part of a community day at Mudgee Arts Precinct. The day included a combination of workshops and an exhibition to create, learn and connect. The event, entitled 'Colourful Recovery' ran in conjunction with Linda Jackson's exhibition, *Retreat, Regeneration, Reflection*, and provided opportunities to share referral pathways for emergency and recovery assistance, as well as volunteering opportunities. The day was highly patronised and children enjoyed goodie bags and storytime with Linda Jackson. Members of the community were also invited to engage with Rural Fire Service, VRA Rescue and NSW Fire + Rescue.

Resilience NSW Liaison

Flooding delayed and impacted on recovery and resilience priorities, as staff from several agencies have been deployed across the state. This has impacted Resilience reimbursements for Council, as well as the moving forward with other projects, such as the pilot for the Community Resilience Network project, being one of the Resilience NSW funding deliverables. This will be followed up at a later date.

National Recovery and Resilience Agency

An intergovernmental relationship has been established with the Dubbo-based National Recovery and Resilience Officer. This officer attended the Olinda Community Meeting following the February floods.

The Agency is also undertaking its own investigations regarding the Black Summer grants within the Mid-Western region.

Get Ready Workshops

The Community Recovery officer is working on a community "Get Ready" program which aims to continue building resilience and better prepare communities for future emergencies.

The 'All Hazards, All Agencies' interactive workshops aim to support communities in reconnecting, identifying risks, and establishing a call for actions amongst themselves. Overall, communities should feel empowered to make safer and more effective decisions regarding emergency planning and management. Without the need to duplicate any services or groups, the use of established community groups will be engaged.

Olinda Community

Two Community Recovery meetings have been facilitated at Olinda since the February 2022 floods. Contentious issues identified included the disposal of damaged fencing and concerns around a lack of community consultation with respect to grant allocations. The community was also provided with detail as to services available to assist, as well as current funding opportunities.

Consultation with this community will remain ongoing.

YOUTH SERVICES

Youth Services on behalf of Youth Council hosted a range of activities for young people over the January school holidays. Events were well received and most booked out well in advance. COVID isolation requirements at the time did result in numerous last minute attendee cancellations and some facilitators also needed to cancel. Unfortunately, a planned excursion to Ganguddy also had to be cancelled due to unfavourable weather.

In March, the Youth Council met for the first time since June 2021. New office bearers were elected, as well as new applicants being welcomed to the group after receipt of a number of resignations.

The Inspirational Speaker tour with young Indigenous woman, Kiara Harris was once again unable to proceed due to COVID impacts. Youth Services have been trying to secure this speaker since early 2020. It has been determined that the project will not be able to proceed within the current funding period.

Youth Services/Youth Council have continued to sponsor the minimum fee for youth interest films as part of the monthly Town Hall Theatre cinema screenings. Attendance at these films has been good in light of the continued COVID impacts this quarter.

The Youth Services Officers held some skatepark events across the region at the start of Term 1. The Mudgee and Gulgong events were particularly well received with 90 people in total in attendance. There were many requests for more activities at the skateparks to be held in the future and Youth Services have taken this into consideration in regards to future planning.

Youth Services have revamped their suite of after school monthly programmes being run across the region, adjusting age ranges and trialling different programmes in different locations. The success of these changes will be evaluated at the end of June, with changes made as necessary. The Manga and Anime Squad and Level Up programmes in Mudgee continue to be popular with local youth, and booking enquiries are increasing.

Youth Services are supporting the MWRC Library's youth book club 'Page Turners' with packs of books for the group to use. The rebranded group has grown in support and attendance over the last quarter and the attendees have expressed their thanks to Youth Services/Youth Council for the resources.

Item 12: Reports from Committees

12.1 Local Traffic Committee Meeting Minutes - April 2022

REPORT BY THE EXECUTIVE ASSISTANT, OPERATIONS
TO 18 MAY 2022 ORDINARY MEETING
GOV400088, A0100009, GOV400098

RECOMMENDATION

That Council receive the report by the Executive Assistant, Operations on the Local Traffic Committee Meeting Minutes - April 2022.

Executive summary

The purpose of this report is to advise Council and seek support of the considerations and recommendations of the Local Traffic Committee (LTC).

Disclosure of Interest

Nil

Detailed report

The Local Traffic Committee meeting was held on Friday 8 April 2022.

One traffic report were considered:

- Approval of Traffic Guidance Schemes for peak usage times at Glen Willow Regional Sporting Complex

Two General Business item included:

- Windeyer Endurance Ride
- Mudgee Endurance Ride

One Correspondence item included:

- Barigan Street parking issues

Full discussion notes are included in the attached report.

Community Plan implications

| | |
|-------|--|
| Theme | Connecting Our Region |
| Goal | High quality road network that is safe and efficient |

| | |
|----------|---|
| Strategy | Provide traffic management solutions that promote safer local roads and minimise traffic congestion |
|----------|---|

Strategic implications

Council Strategies

Not applicable

Council Policies

Not applicable

Legislation

Not applicable

Financial implications

Not applicable

MICHELLE NEILSEN
EXECUTIVE ASSISTANT, OPERATIONS

JULIAN GEDDES
DIRECTOR OPERATIONS

4 May 2022

Attachments: 1. Minutes - Local Traffic Committee - April meeting.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER

Mid-Western Regional Council

Date: 08 April 2022

Minutes of the Local Traffic Committee

Held at the Operations Meeting Room, 54 Depot Road Mudgee
on 08 April 2022.

| | |
|-----------|--|
| Present | Community Member Blackman, NSW Police Simon Fogarty, Samantha Cecchini (MWRC), Transport for NSW Wayde Hazelton, Chair J Geddes (Director Operations). |
| Apologies | Councillor A Karakas, NSW Police Fehon, NSW Police McGovern, MWRC Kearns |
| Secretary | Michelle Neilsen (MWRC) |

The LTC meeting commenced at 9:30am.

MINUTES OF PREVIOUS MEETING

MOTION: NSW Police Simon Fogarty / Transport for NSW Wayde Hazelton

That the Minutes of the previous Local Traffic Committee held on 18 March 2022 be taken as read and confirmed.

2

MID-WESTERN REGIONAL COUNCIL | LOCAL TRAFFIC COMMITTEE - 08 APRIL 2022

MATTERS IN PROGRESS

| SUBJECT | RES NO. & DATE | RESOLUTION | ACTION |
|---|-------------------|--|--|
| Perry Street Parking Issues | 15 June 2018 | To monitor the parking issues that surround Mudgee High School | 18/3/2022 – this will be included as part of the audit. |
| Denison Street and Church Street Intersection | August 2020 | | Put down traffic counters at the intersection of Denison and Church Street to measure traffic numbers Physical traffic counts have been collected. Report to follow. |
| Henry Lawson Drive and Ulan Rd | | | TO BE CONTINUED ACTION: MWRC – Ray to provide report for April 2022 meeting. 18/3/2022 Ray advised a Road Audit will be undertaken for this intersection. |
| Meenah Ave Mudgee | 17 December 2021 | LTC 21/051 | Council to investigate the traffic flow of Meenah Ave and to investigate the rise of the road. |
| Mudgee Preschool assessable parking location | February 2022 LTC | | Council to speak with Mudgee Preschool to discuss the possibility of assessable parking from Kauri Lane. Update – Julian has arranged to meet with the preschool on Thursday 24 March 2022. |
| Oporto Road Line marking | February 2022 | | Council to investigate line marking options on Oporto Road to cease parking issues. |
| Jaquez Street Kandos | March 2022 | | Request to extend the bus zone on Fleming Street to Jaquez Street to be investigated by Council and TfNSW |

PAST EVENT DEBRIEF

| EVENT | |
|-------|--|
| | |
| | |
| | |
| | |

CALENDAR OF EVENTS

| 2022 | | |
|------------------------------|---|-----------|
| JANUARY | DATE | COMMENTS |
| | | |
| FEBRUARY | DATE | COMMENTS |
| NRL Charity Shield | 26 February 2022 | |
| MARCH | DATE | COMMENTS |
| Outback Classic Trial | 31 March 2022 | |
| Sunset Sounds | 26 March 2022 | cancelled |
| APRIL | DATE | COMMENTS |
| NRL Premiership Round 4 | 2/4/2022 | |
| ANZAC Day Parade and Marches | 25/4/2022 | |
| | | |
| MAY | DATE | COMMENTS |
| Mudgee Classic Cycle Event | 1 May 2022 | |
| JUNE | DATE | COMMENTS |
| Mudgeeque | 4 June 2022 | |
| JULY | DATE | COMMENTS |
| Small Farm Field Days | 8 th & 9 th July 2022 | |
| AUGUST | DATE | COMMENTS |
| | | |
| SEPTEMBER | DATE | COMMENTS |
| | | |
| OCTOBER | DATE | COMMENTS |
| | | |
| NOVEMBER | DATE | COMMENTS |
| | | |
| DECEMBER | DATE | COMMENTS |
| | | |

Red = Unapproved

Green = Approved

22/015 GLEN WILLOW TRAFFIC MANAGEMENT - PEAK USAGE TIMES

RECOMMENDATION

That Council approve the Traffic Guidance Scheme for peak usage times at Glen Willow Regional Sporting Complex.

MOTION: Transport for NSW Wayde Hazelton / NSW Police Simon Fogarty

4

MID-WESTERN REGIONAL COUNCIL | LOCAL TRAFFIC COMMITTEE - 08 APRIL 2022

That the above recommendation be accepted and approved.

22/016 GENERAL BUSINESS

RECOMMENDATION

That Council receive the general business as noted and any actions from the general business to be investigated by the Committee further.

- **Windeyer Endurance Ride – No Further Action**
- **Mudgee Endurance Ridge – No Further Action**

MOTION:

That the above recommendation be accepted and approved.

22/017 CORRESPONDANCE

RECOMMENDATION

That Council receive the correspondence as noted by the Local Traffic Committee

- **Barigan Street Parking Issues – LTC to further investigate.**

MOTION:

That the above recommendation be accepted and approved.

Nil

CLOSURE

There being no further business the meeting concluded at 10.19am.

Item 13: Urgent Business Without Notice

URGENT BUSINESS WITHOUT NOTICE

As provided by Clauses 19 & 20 of Council's Code of Meeting Practice (Clause 14 LGMR).

GIVING NOTICE OF BUSINESS

19. (1) The Council must not transact business at a meeting of the Council:
- (a) unless a Councillor has given notice of the business in writing at least two (2) days prior to the day on which the agenda and business paper is prepared and delivered to Councillors; and
 - (b) unless notice of the business has been sent to the Councillors in accordance with Clause 6 of this Code. (see Section 367 LGA & Clause 14(1) LGMR)
- (2) Subclause (1) does not apply to the consideration of business at a meeting if the business:
- (a) is already before, or directly relates to a matter that is already before the Council (see Clause 14(2)(a) LGMR); or
 - (b) is the election of a chairperson to preside at the meeting as provided by Clause 12(1) (see Clause 14(2)(b) LGMR); or
 - (c) is a matter or topic put to the meeting by the chairperson in accordance with Clause 21 (see Clause 14(2)(c) LGMR); or
 - (d) is a motion for the adoption of recommendations of a committee of the Council; (see Clause 14(2)(d) LGMR); or
 - (e) relates to reports from officers, which in the opinion of the Chairperson or the General Manager are urgent;
 - (f) relates to reports from officers placed on the business paper pursuant to a decision of a committee that additional information be provided to the Council in relation to a matter before the Committee; and
 - (g) relates to urgent administrative or procedural matters that are raised by the Mayor or General Manager.

BUSINESS WITHOUT NOTICE

20. (1) Despite Clause 19 of this Code, business may be transacted at a meeting of the Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:
- (a) a motion is passed to have the business transacted at the meeting; and
 - (b) the business proposed to be brought forward is ruled by the Chairperson to be of great urgency. Such a motion can be moved without notice. (see Clause 14(3) LGMR)
- (2) Despite Clause 30 of this Code, only the mover of a motion referred to in subclause (1) can speak to the motion before it is put. (see Clause 14(4) LGMR)

Item 14: Confidential Session

Nil

CONFIDENTIAL SESSION

Item 15: Urgent Confidential Business Without Notice

Item 16: Open Council

Item 17: Closure